



# Code of Conduct

**Document Number: POL015**

**Revision: 1.0**

**1/06/2023**

<b>DOCUMENT CONTROL</b>					
<b>Version</b>	<b>Description</b>	<b>Date</b>	<b>Author</b>	<b>Reviewer</b>	<b>Approver</b>
1.0	First Approved Release	1/06/2023	SM	WS/KL/DA	DA
Approval for Release					
<b>Name</b>	<b>Position</b>	<b>File Reference</b>			
Deborah Allaway	Support Services Lead	POL015_Code of Conduct_1.0			
<b>Signature</b>					
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## 1 Introduction

Talis has created a Code of Conduct to facilitate in its communication to suppliers and subconsultants, the need for transparency and compliance with legislation. This Code of Conduct is a set of minimum standards which Talis complies with internally and requires the same from all staff and subconsultants. Talis will actively seek subconsultants, who demonstrate and align with high quality, safety, environmental and social governance standards.

### 1.1 Core Values

Our values and culture are about how we do things at Talis, what is important to us not only as a company but also as individuals who are part of a larger community. It articulates our strengths, how we work together within the organisation as well as with our clients, what we value, and what we aspire towards.

- Integrity
- Respect
- Safety
- People First
- Honouring Our Commitments
- Achieving Excellence Together
- Celebrating People and Achievements

## 2 Modern Slavery

Talis is not subject to the reporting requirements of the Modern Slavery Act 2018 (Cth), however; Talis works to comply with the requirements of the Act, and expects the same of its subconsultants, suppliers and other business partners. Talis acknowledges that Modern Slavery is a crime and a violation of fundamental human rights. It takes many forms, including slavery, servitude, forced and compulsory labour, child labour and human trafficking.

Talis takes a zero-tolerance approach to Modern Slavery, and we are committed to operating our business lawfully, ethically and with integrity in all our business dealings.

We are committed to ensuring transparency within our own operations and expect our suppliers and subconsultants, to operate in accordance with all applicable modern slavery laws including those prohibiting human slavery and slavery like practices, human trafficking, and child labour. We encourage all our staff to report any suspected cases, in our supply chain which contravene these guidelines.

### **3 Discrimination and Harassment Policy**

Harassment and discrimination are defined as per federal legislation laws and the Fair Work Act 2009 (Cth).

Talis is committed to creating a working environment free from discrimination and where all employees are treated equally with dignity, courtesy, and respect. Talis aims to do this by following the federal legislation discrimination and harassment laws and the Fair Work Act 2009 (Cth).

#### **3.1 Reporting**

Should an employee, or subconsultant experience any unwarranted behaviour from a Talis staff member, they should firstly try to resolve the issue by following the Grievance Procedure or by filing a Bullying and Harassment Report. Either process will be kept in adherence with privacy laws, all documentation shall be stored in a secure location on the server.

## 4 Anti-Bribery and Corruption

Our Anti-Bribery and Corruption policy is set to prevent any form of corruption or bribery at Talis. Talis has zero tolerance towards any employee, or subconsultant who is involved in bribery and corruption. Employees and subconsultants must not participate in any forms of bribery and corruption directly or with third parties (including Talis' clients or suppliers).

In this policy, a third party includes any person or company that you engage with during your work.

Talis is committed to complying with all bribery and corruption laws including those set out within the Australian Criminal Code Act 1995 and the National Legislation.

## 5 Diversity and Inclusion Policy

At Talis we recognise that our talented and diverse workforce is critical to our success.

We are therefore committed to diversity and inclusion as we believe that this is essential to the working culture of the organisation.

Diversity in our workplace takes on many forms and includes (but is not limited to) the following:

- Generational age groups;
- Cultural background;
- Disability;
- Ethnicity/national origin;
- Family status;
- Financial status;
- Gender;
- Gender identity or expression;
- Language;
- Life experiences;
- Neurodiversity;
- Role(s) within Talis;
- Personality type;
- Physical characteristics;
- Political views;
- Race;
- Religion, belief and spirituality;
- Sexual orientation; and
- Thinking/learning styles.

### 5.1 Policy statement

Talis will provide an inclusive workplace where everyone feels respected and safe. This means providing and promoting an environment where everyone has equal access to employment and its benefits based on merit; and that does not condone or tolerate inappropriate workplace and business behaviour (including discrimination, harassment, bullying, victimisation, and vilification).

This commitment to diversity and inclusion aligns with Talis' core values and our approach to the work that we do.

We value the diversity of our team members and a culture of inclusion at all levels and in all parts of our business because it ensures all team members feel respected and safe and enables us to achieve our objectives.



## 6 Drug and Alcohol Policy

Talis is committed to the wellbeing, health, and safety of our employees, and to preventing and reducing harm associated with being impaired by drugs or alcohol at work.

For the purpose of this policy, the term 'employees' includes subconsultants engaged by Talis to provide services under the direction of Talis or a Talis client.

The possession, soliciting, selling, distribution or consumption of illicit or non-prescribed drugs is strictly prohibited in the workplace, except in relation to any authorised and responsible use of alcohol at workplace social functions.

When at work, travelling for work or representing Talis, employees must not be impaired or potentially impaired by prescribed drugs or alcohol to a level where it could risk injury to any person, including themselves, or where it contradicts any statutory requirement.

This applies to any activity during work hours, and it is critical where employees are required to operate or work within the proximity of vehicles or equipment.

When performing work on a client site, employees will at all times adhere to the requirement of that client's Drug and Alcohol policies and procedures, which may include random substance testing and fitness for work assessments.

An employee on prescribed medication should check with their doctor to ascertain whether use of the drug will affect their performance. If this is the case, the worker should advise management or their Section Leader as soon as possible.

While representing Talis on work sites or at external events, outside of working hours, or at authorised workplace social events, employees are expected to maintain appropriate behaviour and exercise moderate alcohol consumption to ensure the health, safety and wellbeing of themselves and others present.

### 6.1 Testing

Talis reserves the right to conduct drug and alcohol testing of employees on an as needs basis.

Talis also reserves the right to discipline any employee, which may include summary dismissal, who breaches this Drug and Alcohol Policy or any statutory requirements.

## 7 Grievance Policy

Talis is committed to providing a positive workplace culture, where employees are encouraged to collaborate, trust, cooperate, communicate, and cause no harm. To this end, Talis encourages employees to communicate their grievances and contribute to establishing a supportive and diverse workplace for everyone.

Talis' Grievance Policy gives employees a means to voice their work-related complaints in a constructive way. The Grievance Procedure and Grievance Report Form provide a mechanism for staff to easily raise concerns, have these concerns heard fairly and where appropriate, have the concerns addressed quickly and successfully.

This policy applies equally to subconsultants engaged by Talis.

Please refer to the Policy and Procedure for further guidance.

## 8 Health, Safety and Wellbeing Policy

At Talis our people's health, safety and wellbeing are critical to our success. As we strive to continually improve this culture, ensuring a safe working environment for all members of the Talis team and our subconsultants, or anyone who may be affected by our operations. As a growing company it is integral that our OHS&W policy complies with guidelines based on legislation, best practices, and past project experiences.

Our leadership team is supported and enabled by clearly defined roles, responsibilities, authorities, and accountabilities within their daily roles. This also applies to our subconsultant partners and visitors when under our control, and joint ventures in which we operate.

We encourage an open and transparent culture about wellbeing. We aim to challenge and take appropriate risks and be relentless in our learning for the benefit of our people and organisation. We welcome any feedback and recognise that we can always as an organisation and as individuals do better in service to ourselves, our clients, and the groups to which we belong.

Our commitment to enabling our people's Health, Safety and Wellbeing through an established framework, complete with documented, auditable process controls to ensure:

- Measurable objectives and key results to continuously improve our performance through our planning and decision-making processes.
- Maintenance of an effective communication and consultation process with our people.
- Identification, response and communication of hazards, risks, controls, and mitigation as far as reasonably practicable.
- Leveraging and partnering with technology to enable our teams to participate more in value adding work.
- All employees and subconsultants are empowered to "A STOP Work" process if there is a threat to their wellbeing.
- Our Process is a live system which fits the needs of our company and is continually improved as our company evolves.

As documented in our Business Continuity Plan, we recognise that the importance of ensuring business continuity in the event of any major disruption to normal business.

We will consult with employees and their representatives to ensure resources, training and support is given as deemed necessary to achieve the goals set out in this statement.

The Directors of Talis view the provision of a safe working environment as non-negotiable and will provide all resources necessary to ensure the safety and wellbeing of its people.

## 9 Quality Management Policy

All work that Talis staff and personnel undertake places particular emphasis upon expertise, experience, professionalism, and quality. The assurance of quality is fundamental for all services supplied by Talis and is practiced by all personnel in their daily activities in order to deliver a level of service that consistently meets or exceeds the customers' expectations.

The fundamental objective of this policy is to have a quality management system which:

- Has a process-based approach which is understood throughout the organisation;
- Is capable of being reviewed for suitability, effectiveness and continual improvement;
- Conforms to all contractual and regulatory requirements;
- Minimises and mitigates the risks to Talis, its clients and the community that may be associated with the work we undertake;
- Provides a level of customer satisfaction which ensures repeat business;
- Produces products to consistent quality;
- Enhances profitability by eliminating costly rectification work;
- Ensures personnel are competent and provides appropriate training; and
- Has a framework for establishing and reviewing quality objectives.

The quality management system is structured to be in accordance with ISO 9001:2015 Quality Management Systems – Requirements. Talis' quality management system is documented in a quality manual, procedures, work instructions and records designed to ensure that all quality, technical and regulatory requirements are recognised and met. The system is fundamentally process-based with a focus on client interaction and satisfaction. This focus allows Talis to produce a consistently high level of quality in the services we offer and gives emphasis to the need for review and continual improvement. It has provision for the prompt detection and removal or rectification of defective products, service, and systems.

All staff members of Talis are fully committed to regular and robust two-way communication and to the successful implementation and maintenance of the quality management system.

Our Quality Management Policy is reviewed annually and audited annually to reflect our performance, trajectory, and feedback from our stakeholders.

To the extent deemed necessary by Talis, Subconsultants are required to comply with Talis' Quality Management System.

## 10 Environmental and Sustainability Procurement Policy

Talis seeks to prevent adverse social and environmental impact in the supply of our goods and services and ensure the products and services we acquire consider optimum environmental sustainability. We are committed to minimal environmental impact and strive for sustainability across every function, including procurement.

Our Environment and Sustainability Procurement Policy seeks to integrate a philosophy of sustainable development into our business activities and establish and promote sound environmental practice in our operations. We aspire to minimise the impact on the natural and social environment and maximise the effective use of resources. We strive to achieve this by communicating our policy both internally, within our organisation, and externally, to our clients, subconsultants and suppliers.

Our vision is to operate our business within a framework of environmental sustainability, and to maximise the value of the projects we deliver by providing sustainable solutions that fulfil the aspirations of our clients. In enabling this vision, we aim to make a net positive contribution to our communities, people, and the environment.

Talis has developed strategies and practices to minimise the quantity of waste generated, on a daily basis. We seek to avoid unnecessary consumption and maximise product utilisation to improve environmental performance. Similarly, Talis uses effective technology to automate business processes, as well as improve environmental performance (Department of Environment and Heritage, 2003).

Talis aspires to be an overall positive contributor to our communities, people, and the environment. We aim to work in partnership with our clients, subconsultants and suppliers to this end and to manage our sustainability performance in a way that invites our stakeholders to hold us to account.

For further information on the Policy guidelines please refer to the Environment and Sustainability Procurement Policy.

## 11 Confidentiality Information Security Policy

The Talis Confidential Information Security Policy aims to prevent the release of confidential or commercially sensitive information to unauthorised parties or personnel. This Policy establishes administrative, technical, and physical safeguards to protect against unauthorised access, use or disclosure of confidential information and to meet the legal obligations and commercial requirements of Talis.

Confidential information is information for which Talis or Talis staff have legal obligations to keep secret and confidential, or is information determined by an authorised Talis director or staff member to be commercially confidential for the benefit of Talis.

### 11.1 Requirements

Confidential information shall not be disclosed or communicated to any person who is not authorised to access that information (including, if required, having signed a confidentiality undertaking).

When confidential information is being handled in physical or electronic form the following requirements must be met.

#### **Physical Documentation:**

All confidential information in physical form (confidential documentation) will be securely stored in a locked cabinet at all times when not in use. At the end of each day, documents will be returned to the cabinet and locked for safe keeping. All offices will be locked at night or when unattended for extended periods. Only authorised staff will have access to keys for the locked cabinet.

#### **Electronic Documentation:**

The computers with confidential information stored on their local drive shall only be accessible to authorised individuals using their own assigned passwords.

For confidential information stored on the secure Talis computer system file server, password protection of directories and files will be used to ensure that only authorised Talis staff will have access to that information.

In situations where confidential documentation/information is required to be returned to the Client following its use, agreement should be reached with the information owner (e.g. client) that permits Talis to have access to that information in the event of an insurance claim or quality system audit requiring Talis to access that information. The confidential documentation/information shall be returned to the owner in a prompt fashion following completion of the project or when the materials are no longer required.

A copy of all confidential information prepared by Talis as part of the utilisation of the confidential information provided to Talis will be retained in accordance with the Talis quality and insurance requirements. These documents must be stored in an appropriately confidential and secure manner.

### 11.2 Subconsultants

Subconsultants must follow the Confidentiality statement within the Talis Subconsultant Agreement.

## 12 ICT Security and Intellectual Property

### 12.1 IP Ownership

Intellectual property created by employees, as part of their employment responsibilities during employment, will remain the property of Talis, both during employment and thereafter.

Employees will sign any document that Talis reasonably requires to transfer any ownership of intellectual property created during their employment.

It is important to also note that Talis utilises technology under licence agreement from other organisations. Talis staff are required to familiarise themselves with these agreements and ensure that they always comply with these agreements.

### 12.2 Security

It is the employee's responsibility to ensure their data and personal information are adequately protected. Best practices include:

- Never sharing your passwords or two-factor authentication codes with anyone
- Change password every three months when prompted
- Ensuring devices are locked or turned off when not in use, especially when out of office
- Discuss software requirements with Talis ICT staff before installing anything
- Checking the validity and trustworthiness of links embedded in emails or text messages
- Checking the validity and trustworthiness of email or text message senders and recipients

## 13 Social Media Policy

The purpose of this document is to outline good practice guidelines and etiquette for Talis to use in setting up and maintaining social media sites to be used in the promotion of business activities. In addition, it serves as a guideline to Talis employees and subconsultants using social media sites for communication with fellow employees, clients, and the general public.

Although social media can benefit Talis (especially in terms of marketing, relationship building and prospect communication) poorly judged or ill-timed activity can hurt Talis' reputation.

For the purposes of this policy, social media may refer to:

- Professional and social networks such as LinkedIn, Twitter, Facebook, Instagram and the like;
- Discussion forums;
- Question and answer-based networks; and
- Review systems such as Google Reviews.

### 13.1 Social Media Usage

#### 13.1.1 Company Rules

- The Talis logo shall not be used on any social media platform without prior approval by a Section Leader;
- When posting, making comment or adding content that in any way relates to Talis on any social media platform, you must make it clear that you are speaking for yourself and not on behalf of Talis unless the comment has been formally endorsed by the company's Directors;
- When posting, making comment or adding content to any social media platform, either during or outside of working time, you are not to engage in any activities which:
  - Conflict with the business interests of Talis.
  - Pertain to Confidential or privy information about Talis' business activities or workplace conduct.
  - Disclose confidential information regarding Talis, its officers, employees, agents, subconsultants or clients.
  - Harm the reputation of Talis, its officers, employees, agents, subconsultants or clients.
  - Criticise or ridicule Talis, its officers, employees, agents, subconsultants or clients.
- Regardless of whether the social media account is personal or under the company's name, employees shall not:
  - Conduct illegal or criminal activities, as defined by Australian and/or relevant State Legislation.
  - Distribute material that could be interpreted as libellous or defamatory.
  - Discuss colleagues, clients and suppliers without their expressed consent.
  - Harass others by sending them offensive content and messages.
  - Communicate with company competitors in disrespectful fashions.
  - Distribute spam and chain messages.



### 13.1.2 Social Media Guidelines and Etiquette:

Always keep in mind the three Rs' when posting/commenting on social media platforms:

**REPRESENTATION** – You are representing Talis as well as yourself. Yours as well as Talis' reputation is at stake and your comments not only reflect who you are as a person, but also who and what you represent.

**RESPONSIBILITY** – As a staff member or subconsultant of Talis, you are responsible for upholding the positive image of the company. It is your responsibility to ensure that the content you are posting on any social media platform is in keeping with the Company Rules.

**RESPECT** – be professional and respectful in your posts and comments. Respect others' beliefs, opinions and culture. Respect copyright, fair use, and financial disclosure laws (failure to do so could be a breach of Company Rules).