



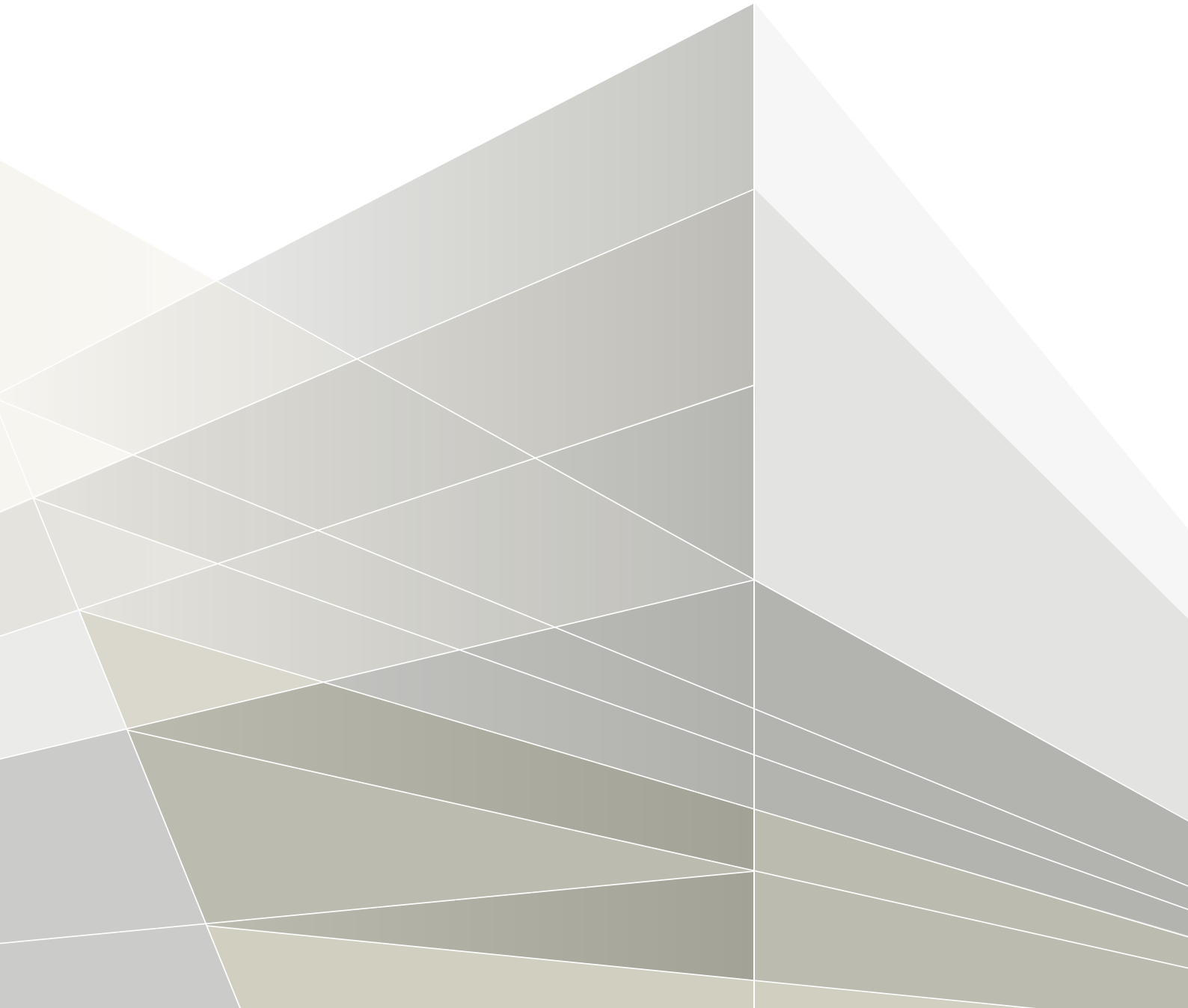
CODE OF CONDUCT

Policy Document

Updated: 31 May 2026

Revision: 3

Authorised by: Gary Hartley



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1. Purpose

The Code of Conduct outlines the expected standards of behaviour for all employees, contractors, volunteers, and representatives of Neo Construct Pty Ltd. It serves as a guide to promote a positive and respectful work environment, uphold ethical principles, and maintain the organisation's reputation and integrity.

2. Shared Responsibility & Code of Conduct Coverage

The construction industry operates on a chain of responsibility. While the principal contractor (Neo Construct) has overarching responsibilities, subcontractors are also accountable for their work and its impact on others. Subcontractors are expected to conduct themselves with honesty, integrity and fairness in all business activities. This includes being truthful and transparent in their dealings with clients, suppliers, employees and other stakeholders. Subcontractors should not engage in deceptive, unethical or fraudulent practices.

3. Compliance with Laws & Regulations

All individuals associated with Neo Construct, including but not limited to employees, contractors, volunteers, and representatives, are expected to comply with applicable local, national, and international laws, regulations, and organisational policies in all aspects of their work, ensuring adherence to legal and ethical standards and fostering a culture of integrity and accountability throughout the organisation.

4. Professionalism & Respect

It is imperative that all individuals associated with Neo Construct Pty Ltd treat all colleagues, clients, stakeholders, and members of the community with unwavering respect, dignity, and professionalism, regardless of differences in background, status, or perspective, fostering an environment of inclusivity, trust, and mutual understanding where everyone feels valued and supported.

5. Integrity & Ethics:

Every member affiliated with Neo Construct Pty Ltd must conduct all activities with honesty, integrity, and transparency, consistently upholding the highest ethical standards and principles in their actions and decisions. It is imperative to avoid conflicts of interest and promptly disclose any potential conflicts, ensuring transparency and trustworthiness in all organisational endeavours.

6. Confidentiality

Every individual affiliated with Neo Construct Pty Ltd must maintain strict confidentiality regarding sensitive information pertaining to the organisation, its employees, clients, and stakeholders, and refrain from any unauthorised disclosure of such information under any circumstances. Upholding confidentiality safeguards trust and integrity within the organisation, protects sensitive data, and fosters a culture of accountability and professionalism.

7. Workplace Environment

All individuals associated with Neo Construct are expected to actively contribute to maintaining a safe, inclusive, and harassment-free workplace, where everyone feels respected, valued, and able to thrive. It is crucial to refrain from engaging in any behaviour that could be perceived as discriminatory, intimidating, or offensive, fostering a culture of mutual respect, acceptance, and collaboration among all members of the organisation.

8. Use of Resources

All members will use organisational resources, including time, funds, equipment, and information systems, responsibly and efficiently. Do not misuse resources for personal gain or unauthorised purposes.

9. Professional Development

Continuous learning and professional development are integral to our success at Neo Construct. We are committed to providing opportunities for employees to enhance their skills, expand their knowledge, and grow in their roles. Through ongoing training programs, mentorship, and access to resources, we empower our workforce to continually adapt and excel in their careers.

10. Reporting Violations

All staff are to report any violations of this Code of Conduct or concerns about unethical behaviour to the appropriate supervisor, manager, or Director. Reports will be treated confidentially and investigated promptly.

11. Consequences of Violations

Violations of this Code of Conduct may result in disciplinary action, up to and including termination of employment, contract termination, or legal action, depending on the severity and nature of the violation.

12. Review & Revisions

This Code of Conduct will be periodically reviewed and updated as needed to ensure relevance and effectiveness. Any revisions will be communicated to all stakeholders.

AUTHORISED BY:

Gary Hartley

Director

A handwritten signature in black ink that reads "Gary Hartley". The signature is written in a cursive, flowing style.

Revision Date: 31/05/2026