

## SOCIAL FUNCTIONS POLICY

### 1. Purpose

At Ryan Wilks we believe that socialising between co-workers, management, clients and customers can help to build staff morale and positive and productive working relationships.

The Company may organise staff social functions from time to time. These functions may be held either on work premises or at another venues. Whilst these functions are for the enjoyment of staff, clients and business colleagues may attend these functions on occasion.

Your behavior and conduct directly contribute to Ryan Wilks's overall business success and reflect the Ryan Wilks brand and reputation. At Ryan Wilks, we believe that everyone has a part to play in achieving our organisation's success. A key component of this success relies upon the way in which team members conduct themselves.

This Code provides a practical guide about the standards of personal behavior and/or conduct that Ryan Wilks expects of all team members at social functions.

This policy explains:

- what is considered appropriate behavior and conduct at social functions whilst you are employed or engaged by Ryan Wilks.
- guidance on how to demonstrate Ryan Wilks's organisational values when performing your role or acting on behalf of Ryan Wilks, and
- the potential consequences and repercussions if a team member fails to comply with this Code.

### 2. Who does this policy apply to?

This Code applies to all team members during their course of employment or work with Ryan Wilks, including:

- functions in the workplace or at an external location, during and after normal working hours.
- in connection with work, even if it occurs outside normal working hours.
- during work activities, social functions and work-related events.
- at other functions in your capacity as a representative of Ryan Wilks (for example, at social events organised by Ryan Wilks, Subcontractors, Suppliers, Clients etc).

### 3. Definitions

Term	Description
Laws	means all laws, regulations and codes of practice of every state in which Ryan Wilks does business.
Team member	means any director, officer or employee of Ryan Wilks, or contractor or consultant engaged by Ryan Wilks.

## 4. What are my responsibilities?

Employees are reminded that they must conduct themselves in a professional and responsible manner during social functions and all employees are expected to meet the following behavioural standards:

If alcohol is served during a social function, employees must take an appropriate and responsible approach to alcohol consumption.

Any use of illegal drugs during staff functions is strictly prohibited.

Equal opportunity and anti-discrimination are a high priority within the Company and employees are required to be mindful of their behaviour consistent with the Company's Discrimination and Harassment & Code of Conduct Policies.

Abusive language and swearing are not permitted in work situations including during social functions.

Employees are required to treat all company property or other facilities (such as where a function is held at a different venue) with respect and care.

A breach of this policy may result in disciplinary action up to and including termination of employment.

## 5. Policy Links

- Drug & Alcohol Policy.
- Ethics & Integrity Policy.
- Discrimination & Harassment Policy.
- Code of Conduct Policy.

This policy will be formally reviewed in May 2025



Ron Ryan

General Manager

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