

## WORKPLACE ENVIRONMENT STANDARDS POLICY

It is the company's objective to ensure all employees enjoy a productive, professional and irritation free environment and visitors to our workplaces perceive all operations as organised and professional.

How you present yourself at work will often be seen as a reflection of your ability, attitude and professionalism towards your position. As an employee of Ryan Wilks Pty Ltd you should be striving to develop a high standard of professionalism not only in what you do but also how you relate and respond to others.

Being professional means more than simply being able to do a good job, it also means looking, acting and behaving in a mature, responsible and professional manner with our clients, subcontractors, suppliers, visitors and fellow employees'.

Our policy is intended to provide proper standards and guidelines of behaviour at the workplace, this includes:

- Treat every client, subcontractor, supplier, visitor and fellow employee with respect.
- Bullying or intimidation tactics will not be tolerated.
- Be helpful and co-operative with each other.
- Always present for work in a clean & tidy manner, dressed appropriately and wearing uniform and/or safety equipment as required.
- Be punctual; if you cannot get to work or scheduled meeting on time then contact your supervisor or manager and let them know.
- Be thoughtful and courteous at all times, think twice before interrupting someone who appears deep in thought. Don't enter another person's workspace or office unless you are invited.
- Keep your interruptions of others to a minimum and always apologise if your intrusion is an interruption of a discussion, someone's concentration or other activity.
- Schedule meetings rather than interrupting someone, utilise principles of time management – Plan and prioritise your tasks.
- Bear in mind that your work area / desk is a direct reflection of you. Keep it clean, neat and orderly.
- Contact the correct person for the job / task.
- Save social conversations for before work, during breaks or after work.
- Remember that speakerphones and open work environments don't mix.
- Don't discuss personal / confidential matters in an open work environment.
- Keep your germs to yourself & practice good hygiene. Clean up your plates / mugs etc. immediately after use, remove rubbish and clean surfaces after use. Wash hands after going to the toilet.
- Mind your own business. Respect the privacy of those around you. Don't read other workmates memos, notes or faxes, or listen to conversations and avoid sharing workplace gossip. It hurts and may not even be true.
- If you are having your lunch at your desk, make sure you're not disruptive to others and you clean up immediately. If others are disrupting you please politely let them know so they can use the lunchroom.
- Don't use coarse language or tell off-colour / dirty jokes.

This policy will be formally reviewed again May 2027



Ron Ryan

General Manager

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