



## Code of Conduct

**Scope:** This Code of Conduct applies to all employees, senior management, and Directors of GreenXperts Limited (the company)

**Service Description:** GreenXperts Limited is a professional services company operating in the field of sustainability science, engineering and planning

**Professional Standards:** All GreenXperts staff are expected to operate according to the highest professional services competencies, ethics and behavioural standards of their applicable professional services associations, eg. EIANZ for scientists, IPENZ for engineers

### Company Expectations of Staff Conduct:

- Act both loyally and honestly in carrying out employment duties and will not undermine the image or reputation of the company
- Maintain at all times the highest standards of personal integrity and conduct in a performance of their professional duties
- Accept responsibility for their own work and that of their subordinates
- Acquaint and constantly familiarise themselves with new professional management knowledge, skills and practices, and seeks to promote the increase of competence and the understanding of the profession they occupy by encouraging the exchange of information
- Promote effective communications within the organization and where appropriate, outside it
- Fully respect the confidentiality of information which comes to them in the course of their duties and not uses confidential information for personal gain or in a manner which may be detrimental to the organization for which they work or has worked
- Do not make any public statements in their capacity as an employee without the permission of the Chief Executive Officer



- Take account of the needs and problems of their subordinates and by leadership set by example
- Does not belittle or injure the professional standing of any member of any profession or unnecessarily condemn the character of their professional acts
- Will treat all persons with respect at all times and will not exhibit, perform or promote any form of behaviour or communication which is sexist, racist, obscene, offensive (including offensive language), illegal, bullying, offers or receives undue favouritism or information in return for reward or payment, or is of detriment to the company's reputation or business

#### **Disciplinary Procedures:**

- The company maintains the right to instantly dismiss any employee who has severely offended against the standards of this Code of Conduct. In all cases the company shall be the sole judge of what offenses are considered "severe"
- In cases where an offence is not severe, the company will institute the following disciplinary procedure:
  1. Verbal warning with changes in behaviour and remedial action required set out; then in cases where required changes and remediation are not completed as required:
  2. First written warning
  3. Second written warning
  4. Dismissal with payment of due contractual commitment.

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