

Code of Conduct for Behemoth Brewing Company

This Code of Conduct outlines the behaviours we WANT to see in our company, in line with our vision, mission, and values. The Disciplinary Policy gives examples of the behaviours we won't accept and the procedures we follow should they occur. In line with this Code of Conduct, please SPEAK UP if you know about unacceptable behaviours.

ALL BEHEMOTH EMPLOYEES ARE REQUIRED TO...

COMPLIANCE

- Work within New Zealand law and regulations
- Comply with all reasonable and lawful instructions from our company's managers
- Comply with the terms of our own individual employment agreements
- Ensure our decisions and actions are consistent with our company's Vision, Mission and Values
- Focus our efforts on achieving our company's strategic goals and our own shorter-term objectives
- Comply with our company's policies and procedures
- Follow our company's operating rules, standards, and guidelines

TRUST

- Act in good faith, honestly and with integrity in all our work dealings
- Conduct all our duties in our company's best interests
- Work diligently, devoting our time, attention, and effort to our company during paid work hours

COMPETENCE

- Perform our duties to a high standard
- Maintain the knowledge and skills necessary to competently perform our duties

PROFESSIONALISM

- Act appropriately in our work environment and when representing our company
- Safeguard our company's reputation
- Be considerate and courteous towards others at work
- Arrive punctually and prepared for our work commitments
- In cases of unavoidable lateness or absence, notify our manager promptly by phone

INCLUSIVITY

- Be inclusive of everyone in our company, and respect differences amongst our team
- Treat everyone in our team fairly and with dignity

CONFLICT OF INTEREST

- Proactively declare any actual, potential, or perceived conflicts of interest (when our personal interests are actually, potentially or could be perceived as in conflict with our company's interests) so they can be properly assessed and managed. These interests include gifts, entertainment, or other 'perks' related to our work, secondary employment or business interests, and matters involving close personal relationships

CONFIDENTIALITY

- Keep strictly confidential all information and matters related to our company and our company stakeholders (customers, distributors, suppliers etc)

PRIVACY

- Respect the privacy of our colleagues and our company stakeholders (customers, distributors, suppliers etc), keeping their personal information private except in the case of compelling ethical, safety, or legal reasons

COMPANY PROPERTY

- Properly manage and protect our company's property and resources from theft, fraud, damage, misuse, and other unauthorised purposes

PERSONAL PRESENTATION

- Maintain a standard of dress that is appropriate for work; safe, clean, tidy, respectful, and that meets any specifications (uniform, PPE etc)
- Maintain a neat appearance for work, and pay attention to personal hygiene

RELATIONSHIPS

- Maintain a harmonious and cooperative work environment with our colleagues, and manage disagreements constructively
- Maintain cordial relationships with our company stakeholders (customers, distributors, suppliers etc)
- Manage any close personal relationships between colleagues or between a company employee and our company stakeholders (customers, distributors, suppliers etc) in accordance with the Personal Relationships at Work policy.

HEALTH & SAFETY

- Take reasonable care to ensure the health and safety of ourselves and others at work, from a physical *and* mental perspective
- Work free from the influence of drugs and alcohol, except as specifically authorised by a manager
- Follow all Health and Safety-related requirements in our company's compliance documents noted above

DELEGATED AUTHORITY

- Act within our delegated authority (if any) when making decisions and committing our company's resources as outlined in our company's Delegated Authorities document

INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT)

- Use our company's ICT resources (hardware, software, storage, mobile coverage and internet connection etc) for legitimate work-related purposes and in accordance with the ICT policy

RECORD-KEEPING

- Keep true, accurate, and complete company records
- Store records safely and securely, for the period required by law

SUPPLY CHAIN

- Strive to ensure our supply chain is environmentally sustainable and ethically sourced

SPEAK UP (PROTECTED DISCLOSURE)

- If we are subject to, or learn about a breach of this Code of Conduct, we must disclose that to our manager, the HR Officer, or one of our company directors in the first instance. If for some reason we are unable to do that, we can approach an independent third party for advice on how to proceed, including the company's EAP, Instep or the Ombudsman's Office for advice about any serious wrong-doing
- Any of our team who make a disclosure in good faith, can do so confidentially and without retaliation from our company