

Code Of Conduct Policy 21st July 2024

Peter Rowland Group

Code of Conduct Policy

1. Purpose

Peter Rowland Group (PRG) is committed to operating with integrity, professionalism and respect in all aspects of our business.

This Code of Conduct outlines the standards of behaviour expected of all directors, managers, employees, contractors and representatives of PRG. It ensures our operations reflect our values of refinement, responsibility, inclusivity and partnership.

2. Scope

This policy applies to all PRG personnel across all venues, offices, production kitchens and event sites.

3. Core Principles

All PRG personnel must:

- Act honestly, ethically and with integrity
- Comply with all applicable laws, regulations and industry standards
- Treat colleagues, clients, suppliers and guests with dignity and respect
- Protect the reputation of PRG and the venues we operate within
- Act in a manner consistent with our commitment to safety, sustainability and community responsibility

4. Professional Conduct

PRG staff must:

- Maintain high standards of presentation and professionalism
- Avoid behaviour that could damage PRG's reputation or that of our partners
- Refrain from harassment, discrimination, bullying or inappropriate conduct
- Respect cultural, religious and community sensitivities
- Operate responsibly in heritage and culturally significant environments

5. Compliance & Legal Obligations

All personnel must comply with:

- Food Safety regulations and hygiene standards
- Responsible Service of Alcohol (RSA) laws

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- Occupational Health & Safety legislation
- Equal Opportunity and Anti-Discrimination laws
- Privacy and data protection obligations

Failure to comply may result in disciplinary action.

6. Workplace Behaviour

PRG maintains a zero-tolerance approach to:

- Harassment or discrimination
- Workplace bullying
- Unsafe work practices
- Theft, fraud or dishonesty
- Substance abuse affecting performance

All staff have a responsibility to foster a respectful and inclusive workplace culture.

7. Conflicts of Interest

Employees must:

- Disclose any personal, financial or professional interests that may conflict with PRG business
- Avoid situations where personal gain could influence business decisions
- Not accept gifts or benefits that could compromise impartiality

8. Health & Safety

Safety is a shared responsibility. All staff must:

- Follow documented safety procedures
- Report hazards and incidents promptly
- Participate in required training and risk assessments
- Protect guests, colleagues and venue property

9. Sustainability & Social Responsibility

PRG is committed to responsible procurement, waste reduction and community engagement. Staff must:

- Follow sustainability procedures
- Minimise waste and environmental impact

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- Support Indigenous engagement and social enterprise initiatives where applicable

10. Confidentiality

All commercial, financial, client and operational information must be treated as confidential unless authorised for disclosure.

11. Reporting & Accountability

Employees are encouraged to report breaches of this Code through their manager or HR representative. Reports will be handled confidentially and without retaliation.

Breaches of this Code may result in disciplinary action, up to and including termination of employment or contract.

12. Leadership Responsibility

Managers and supervisors must model exemplary conduct and ensure team members understand and comply with this Code.

Commitment

Peter Rowland Group's reputation has been built over more than six decades. Every employee plays a role in maintaining that trust.

All staff are required to acknowledge this Code of Conduct upon commencement and as part of ongoing compliance training.