

Workplace Behaviour Policy vs4 21st Feb 2025

Peter Rowland Group

Workplace Behaviour Policy

1. Purpose

Peter Rowland Group (PRG) is committed to maintaining a professional, respectful and safe workplace.

This policy outlines the standards of behaviour expected of all employees, contractors and representatives to ensure a positive working environment and protect the reputation of PRG and the venues in which we operate.

2. Scope

This policy applies to all PRG personnel across offices, kitchens, venues and offsite event locations.

3. Behavioural Standards

All PRG personnel are expected to:

- Act with integrity, honesty and professionalism
- Treat colleagues, clients, suppliers and guests with dignity and respect
- Communicate courteously and constructively
- Follow lawful and reasonable management directions
- Represent PRG positively in all interactions

In culturally significant or heritage venues, staff must also operate with heightened awareness and sensitivity to context and community expectations.

4. Respectful Workplace

PRG maintains a zero-tolerance approach to:

- Bullying
- Harassment (including sexual harassment)
- Discrimination
- Intimidation
- Victimisation

Inappropriate language, aggressive conduct, exclusionary behaviour or any action that creates a hostile work environment will not be tolerated.

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5. Professional Conduct

Employees must:

- Maintain appropriate presentation standards
- Refrain from behaviour that may damage PRG's reputation
- Use company systems and property responsibly
- Avoid conflicts of interest
- Respect confidentiality of client and company information

6. Health, Safety & Wellbeing

All staff are required to:

- Follow safety procedures and safe work practices
- Report hazards and incidents immediately
- Participate in required training
- Avoid working under the influence of alcohol or drugs

7. Social Media & Public Conduct

Employees must not:

- Post content that could damage PRG's reputation
- Disclose confidential information
- Represent personal opinions as those of PRG

Professional conduct expectations apply both in-person and online.

8. Reporting & Accountability

Employees who witness or experience inappropriate behaviour are encouraged to report concerns to:

- Their direct manager
- Senior management
- Human Resources

All reports will be treated confidentially and investigated fairly. Retaliation against individuals who raise concerns in good faith will not be tolerated.

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9. Breach of Policy

Failure to comply with this policy may result in disciplinary action, including formal warnings, suspension or termination of employment.

Commitment

PRG's reputation has been built over more than six decades. Every employee plays a role in maintaining a workplace culture built on respect, accountability and professionalism.

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