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## Workplace Conduct Policy

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### 1. Introduction

The Workplace Conduct Policy defines standards of conduct that are required of everyone working at Sydney Dragway in any capacity, and the behaviors which are unacceptable.

Unacceptable workplace conduct has the potential to create an unpleasant and unsafe working environment and impact the ability of Sydney Dragway to meet customer expectations.

### 2. Scope

This policy applies to all workers. For the purposes of this policy, 'workers' means Sydney Dragway employees, volunteers, and contractors.

The standards in this policy also apply to activities that take place outside work premises but in the course of employment, and to the making of comments on social media where the status of the person making the comments as a Sydney Dragway worker is indicated or can be inferred.

### 3. Policy

All workers are expected to act in a courteous, professional, and respectful manner always when dealing with fellow employees, volunteers, suppliers, contractors, customers, visitors, stakeholders, and the general public. All workers are expected to behave honestly, openly, and with integrity always. Sydney Dragway expects workers to remain open minded about change in the workplace and to collaboratively support and embrace new ideas and programs.

Workers must refrain from engaging in any form of unacceptable workplace conduct while on any at the Sydney Dragway venue, while performing work for Sydney Dragway in any capacity at any location, or while otherwise representing Sydney Dragway.

Unacceptable workplace conduct is any conduct that could be reasonably considered inappropriate or unprofessional in the workplace, including but not limited to conduct in breach of the Sydney Dragway Code of Conduct, Sydney Dragway policies, procedures, bulletins, and other guidelines relating to workplace behavior and expectations.

Examples of unacceptable workplace conduct include (non-exhaustive list):

- Engaging in reckless or unsafe behavior.
- Willful or reckless disregard of workplace health and safety requirements.
- Engaging in any form of occupational violence or aggression. This includes any conduct involving the abuse, threat towards or assault of another person.
- Engaging in any disrespectful, intimidating, or violent behavior.
- Breaching Sydney Dragway requirements on drugs and alcohol in the workplace including, but not limited to:
  - being under the influence of, or consuming alcohol and/or illegal drugs in the workplace; and/or
  - not declaring or providing written evidence of prescription medication as required by the Sydney Dragway Fit for Work (Drug & Alcohol) Policy.
- Failing to treat another person with courtesy and respect.
- Spreading, instigating and/or participating in malicious or disrespectful rumors.
- Bullying, harassment, discrimination, or victimisation of another person.
- Workplace sexual harassment.
- Engaging in intimate behavior or related activities at Sydney Dragway, on/in any Sydney Dragway property.
- Acts of indecency, including using offensive language
- Behavior that is unwelcome or unprofessional, including unacceptable workplace banter, or skylarking (playing tricks or practical jokes including horseplay)
- Using personal mobile phones or other electronic devices during work hours which adversely impacts the performance of duties.
- Attending work late, returning from breaks late, leaving work early, or otherwise absenting themselves from work without prior authorisation.
- Failing to comply with or cooperate with reasonable and lawful instructions.
- Offering, accepting, soliciting, or facilitating a bribe.
- Engaging in any compliance breaches including, but not limited to abusing a position of authority.
- Engaging in activities that would provide a personal benefit where there is a conflict of interest with Sydney Dragway.
- Misusing Sydney Dragway resources.
- Dishonesty or encouraging others to engage in dishonest conduct.
- Theft (including of any Sydney Dragway property, worker property)
- Any form of fraudulent activity
- Willfully or recklessly causing damage, misuse or vandalism of Sydney Dragway or customer property or product.
- Engaging in an illegal act/s while:
  - representing or performing duties for Sydney Dragway;
  - while at a Sydney Dragway premises and/or
  - while in public while wearing a Sydney Dragway uniform/apparel and/or using Sydney Dragway supplied property for such purposes.
- Any conduct that compromises Sydney Dragway contractual obligations, viability, security, IT security, image, or reputation of Sydney Dragway (including, but not limited to unauthorised photography, audio or video recordings). Any unauthorised disclosure of confidential information, including customer and operational information.
- Asking another individual to not report a matter witnessed that is reportable to Sydney Dragway, including a breach of policy or procedure.
- Accessing a Sydney Dragway computer, tablet, or electronic device without the appropriate consent

- Any action, behavior or conduct that damages, or has the potential to damage Sydney Dragway reputation including, but not limited to, conduct that is in breach of the Social Media Policy.

#### **4. Grievance Handling Procedure**

Any Sydney Dragway employee / volunteer that wishes to raise a grievance is encouraged to refer to the Sydney Dragway Grievance Handling Procedure which is available from the General Manager or Operations Manager. Contractors and visitors are encouraged to report any grievances to their employer.

In accordance with the Sydney Dragway Grievance Handling Procedure, vexatious or malicious complaints are viewed seriously by Sydney Dragway. Any employee / volunteer found to have made vexatious or malicious complaints will likely be subject to disciplinary action.

#### **5. Employee Assistance Program**

Sydney Dragway offers free and confidential access to counselling for Sydney Dragway employees. The Employee Assistance Program provides counselling and assistance to help resolve or deal with problems and issues which may be affecting their work or home life. Any employee that wishes to access this service should contact the General Manager or Operations Manager.

#### **6. Confirmation of Policy**

Sydney Dragway is committed to fostering a safe, inclusive, and professional workplace culture, and will take appropriate action to ensure that a positive and respectful workplace environment is maintained.

Unacceptable workplace conduct will not be tolerated by Sydney Dragway. Accordingly, Sydney Dragway employees / volunteers found to have engaged in unacceptable workplace conduct will be subject to disciplinary action. Repeated or serious instances of unacceptable workplace conduct will likely result in termination of employment. Where a visitor, or contractor has engaged in unacceptable conduct, their services may cease and/or they may be asked to leave and not return to Sydney Dragway.