

OMNI'S CODE OF CONDUCT SUMMARY

WHO WE ARE

Omni's reputation as a trusted and respected company is one of our greatest assets. All employees and contractors contribute to maintaining and building on this reputation.

Omni's Code of Conduct is designed to promote a culture of fair, respectful and ethical behaviour. It aligns with Fair Work legislation and our internal policies and helps to ensure we meet our obligations under State and Commonwealth legislation.

Importantly, Omni's Code of Conduct outlines the expectations and behaviours that align with our values.

OUR VALUES

We expect all employees and contractors to act professionally, ethically, and to demonstrate Omni's values at all times. If you feel these values are threatened or compromised, we encourage you to speak up.

RESPECT

TRUST

AGILITY

HUMILITY

WHAT WE EXPECT

Our Code of Conduct applies to all employees and contractors who conduct work for or on behalf of Omni. **The Code of Conduct provides a set of guidelines to help you make decisions in your daily work, whatever you do and wherever you do it.**

INTEGRITY

Take responsibility for your own professional behaviour and act with integrity, honesty, transparency, and impartiality in your dealings with colleagues and clients.

SECURITY

Adhere to Omni's Security Management Plan, and do not disclose any government information or Omni information to another person without proper permission.

CONFIDENTIALITY & PRIVACY

We protect your personal information and expect you to protect the confidentiality and privacy of Omni and our clients. Do not discuss private information with a third party or discuss your contract in the workplace.

WORKPLACE HEALTH & SAFETY

Take responsibility for your own safety and the safety of others in the workplace. Familiarise yourself with our WHS policies and procedures. Such as; Workplace Health and Safety, Injury Management, and Smoking, Drugs and Alcohol.

EQUITY, DIVERSITY & SOCIAL INCLUSION

Treat everyone with dignity, respect and kindness, and report any issues as soon as possible. Discrimination, violence, threats, or bullying is not tolerated at Omni.

FINANCIAL RESOURCES

Should you be issued with a corporate credit card, you must adhere to the Omni Corporate Card Policy. Misuse of a corporate credit card is a serious breach of the code of conduct.

IT RESOURCES & SOCIAL MEDIA

Take care with our systems and resources, and be aware of what you publish online, including on social media. All social media/media posts on behalf of Omni will require prior permission.

DRESS & APPEARANCE

As a representative of Omni, we expect all employees to be well groomed and dress appropriately to portray a professional image. Your dress code will vary depending on your division, location, and role.

WORKING WITH CLIENTS

Always maintain a professional and courteous relationship with our clients. Employees must remember that they are a representative of Omni at all times, even when embedded with the client. If a client makes a request which is outside our agreed Statement of Work, speak with your General Manager. Remember that you must also comply with the APS Code of Conduct, Professional Standards, Security, and Governance requirements.

INTERNATIONAL ORGANISATION FOR STANDARDISATION

Omni has been accredited against ISO standards for Quality, Safety and Environment management systems. You have an obligation and individual responsibility to comply with Omni's Quality Management System. All employees must read and acknowledge their obligations to WHS, Quality and Environment at their induction, and once a year from then on.

ANTI-BRIBERY & CORRUPTION

You must not commit fraud against Omni or any of our clients, or use your position to gain an advantage for yourself or another person or entity.

If you are offered a gift or benefit worth \$100 or more, record it in the Gift and Entertainment Register located on SharePoint. You will need to decline gifts or benefits worth \$400 or more unless an exception applies.

You cannot accept any gift or benefit that gives the appearance of compromising your integrity and objectivity in performing your duties.

CONFLICT OF INTEREST

You must take great care to avoid being placed in a situation where there is potential, actual, or a perceived conflict of interest. If a potential or actual conflict of interest arises, complete a **Conflict of Interest Form**.

We encourage ADF Reservists to continue their involvement with the ADF, but you need to tell us if your work with Omni could be compromised by any work you take on as a Reservist. Former ADF and APS employees must ensure their employment with Omni does not violate any restraint clause in their previous employment contracts, including conflict of interest.

Advise your General Manager if engaging in secondary employment, and ensure you meet the relevant requirements as outlined in the Private and Secondary Employment Procedure.

IF YOU'RE UNSURE

Not every situation can be anticipated, so the Code of Conduct is meant as a guide. If you're unsure about a situation, speak to your Manager, General Manager or the People Division for guidance.

Ask yourself the following:

1. Are my actions illegal or unethical?
2. Am I being fair and honest?
3. Could I be compromising my integrity or the integrity of Omni or Omni's clients?
4. Am I demonstrating Omni's values?
5. Am I respecting others' different perspectives and backgrounds?
6. Would I be embarrassed to tell my colleagues, friends or family?
7. Could someone's life, health, safety or reputation be threatened by my action?

QUESTIONS OR CONCERNS

Help and guidance are always available, and any perceived breaches of the Code of Conduct must be raised as soon as possible. You do not have to deal with potential situations on your own. If you need more information, support, or are unaware of Omni's expectations or your obligations, speak to your Manager, General Manager, People Division, or the CSO for assistance.

All of Omni's current policies, including our detailed **Code of Conduct**, **Whistleblower**, and **Grievance** policies can be found on both SharePoint and My Omni.