



BEHAVIOURAL CODE OF CONDUCT

CCGT is committed to creating and maintaining an environment for all employees that is free from violence and harassment and allows them to perform their duties with efficiency, fairness, impartiality, integrity, honesty and compassion.

Courtesy, understanding and mutual respect towards all persons is necessary for excellence in what we do, for safety in the workplace and in creating an environment that services all our needs.

We will not tolerate violence and threats at work or work-related events by our staff against other people or property.

For the purposes of this policy, violence includes but is not limited to:

- Any act that is physically an assault
- Any threat or behaviour or action that is interpreted by a reasonable person as having the potential to:
 - Harm or endanger the safety of others;
 - Result in an act of aggression;
 - Destroy or damage property or
 - Offends, humiliates or intimidates them.

Any employee who commits a violent act or threatens to commit a violent act towards other persons or property at work or a work-related event, will be subject to disciplinary action. This action may be up to and including dismissal from employment, exclusive of any other civil remedy or criminal penalty that might be pursued if appropriate.

It is the responsibility of every employee, Supervisor and Manager to take any threat or violent act seriously and report acts or threats of violence to CCGT Senior Management.

Endorsed by the Board of Directors on

11/04/2017

CCGT Chairman

CCGT Senior Manager

