

Code of conduct policy



A code of conduct relates to how all employees behave, act and relate to each other, our clients and others affected by our business. ATG demands that all employees display a high level of honesty, fairness and professionalism in all company related activities and understand that

certain behaviour outside work may have negative ramifications to the company and/or your continued employment with the company.



ATG has formalised a Code of Conduct to ensure all employees understand the expectations of conducting business in an honest, fair and ethical manner and adhere to that which is set out by the company policies and state and federal legislation.

Employment with ATG requires all employees to commit and adhere to this code of conduct policy. Employees are to understand that deliberate, illegal and deceitful behaviour will not be tolerated and will result in the initiation of performance improvement procedures or dismissal.



Additionally, all employees are required to acknowledge ATG's zero tolerance approach to certain activities and behaviours which have the potential to cause catastrophic consequences to our operations, clients, staff and other members of the public. Instant dismissal will be a result of the following behaviours:

- Drinking or being under the influence of AOD while driving or operating machinery
- Intentionally driving a vehicle or operating equipment while disqualified or not correctly licensed
- Reckless or dangerous driving likely to or causing death or injury
- Failing to stop after a crash or report an accident
- Failing to abide or falsifying fitness to work statements
- Failing to ensure all passengers have alighted at the end of a shift
- Failure to declare changes to Working with Children status, or any behaviour that may warrant changes to the WWC
- Police charges resulting from any work based activity including violations against but not limited to Equal Opportunity, Sexual Discrimination, Harassment, Bullying and Work health and Safety Workplace laws
- Any criminal charge or convictions that violate our clients or passengers

The following actions will be viewed as serious breaches of conduct and dismissal may be a consequence:

- Acquiring demerit points leading to suspension of licence
- Any actions that warrant the suspension of a licence.
- Misconduct relating to and not limited to Equal Opportunity, Sexual Discrimination, Harassment, Workplace Safety and Bullying.