

## CODE OF BUSINESS ETHICS POLICY

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Assess Orr Pty Ltd requires all its personnel to conduct every activity they undertake on behalf of the company in compliance with all legal, statutory and regulatory requirements including the codes of conduct of any professional and industry bodies with which the organisation has formal or informal ties.

All personnel have an obligation to behave at all times with honesty and propriety as Assess Orr depends on this for its business success, maintaining its reputation for integrity and on the trust and confidence of all stakeholders with which it has business dealings.

### **Aim and Objectives:**

- Compliance with all relevant Laws and Regulations,
- Ensure honesty in its dealings with Clients, Suppliers, and Consultants,
- Comply with all contractual requirements in a fair, honest, non-corrupt, transparent and ethical manner, and
- Deliver services which meet all contractual obligations and company quality standards.

### **Commitment:**

- Assess Orr will not contribute or donate company funds, products, services, or other resources for any political cause, party or candidate without the advance written approval of the Managing Director,
- Assess Orr does not seek to gain improper advantage by offering business courtesies,
- Assess Orr representatives will not promise, offer or make any payments in money, products or services to any official in exchange for or in order to induce favourable business treatment or to affect any Government decision,
- All company payments and other transactions must be properly authorized by management and be accurately and completely recorded on the company's books and records in accordance with generally accepted accounting principles and established corporate accounting policies,
- Provide staff and employees guidelines in relation to acceptable usage of Assess Orr services inclusive of mobile phones and internet,
- Assess Orr will not tolerate the distribution/receiving of written and pictorial material which has reference to sexual or offensive nature through our systems,
- Assess Orr does not condone outside employment, insider trading or acceptance of business courtesies,
- Provide a spokesperson who shall communicate, conduct interviews and provide comments to all government agencies including the Commonwealth, State, or Territory Tax or Duty Authorities and the media. Assess Orr personnel are not permitted to make any comment without consent of the Managing Director, and
- Ensure contractors, subcontractors and suppliers are aware of Assess Orr Code of Business Ethics when working for and or on behalf of Assess Orr.
- Assess Orr shall insure and protect the confidential information and proprietary rights of our customers and subcontractors.

Not to adhere to the code of business ethics may result in disciplinary action and/or termination of contracts, agreements or services.



**Mark Orr**  
**(Managing Director)**

**Date:** 02.07.19