

POLICY STATEMENT

The 3LA Code of Conduct defines the standards of behaviour expected of all personnel. This policy applies to all employees regardless of employment type, seniority, or location — whether site-based or office-based.

All personnel are expected to:

- Adopt a safe approach to all situations
- Demonstrate integrity and professionalism in the workplace at all times
- Enhance the reputation of 3LA through ethical practice and sound judgement
- Adhere to our Equal Employment Opportunity policy across all aspects of their work
- Comply with all fitness for work requirements

AIMS AND OBJECTIVES

All employees will act responsibly and in a manner consistent with 3LA's business values and policies. 3LA maintains a zero-tolerance position on the following behaviours:

- Theft, fraud, or any other illegal activity
- Hindering or obstructing another person's efforts to perform their work
- Irresponsible use of alcohol or prescription drugs that could cause harm to self or others
- Breach of any 3LA policy or procedure
- Discrimination, bullying, harassment, or any behaviour that violates the basic rights of others
- Smoking in designated non-smoking areas
- Inappropriate use of company time, property, or resources
- Misuse of company offices, equipment, or vehicles

RESPONSIBILITIES

Serious misconduct, or repeated misconduct of any nature, will be investigated and may result in immediate termination of employment.

Daragh Lafferty

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Managing Director