



CODE OF PROFESSIONAL CONDUCT POLICY

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Created By:	Reviewed By:	Approved By:

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1 Purpose

We are committed to conduct our business and activities in a sustainable and professional manner and comply with relevant legal and regulatory requirements. Our Directors and Managerial Staff, employees and consultants play an important part in our success, and we rely on them to be successful in our business.

The purpose of this policy is to outline our moral and ethical expectations regarding employees, contractors and consultants’ behaviors.

2 Scope

Health Dynamics Pty Ltd T/A Vibe Natural Health Directors and Managerial Staff, employees and consultants are bound by their contract to follow our Code of Conduct while performing their duty or representing Health Dynamics Pty Ltd T/A Vibe Natural Health .

2.1 Compliance with law

All employees and consultants must protect our company’s legality. They should comply with all environmental, occupational safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company’s finances, products, partnerships and public image.

2.2 Compliance with company policies & procedures

All employees must follow the Health Dynamics Pty Ltd T/A Vibe Natural Health approved applicable policies and procedures. In case of any query related to company policies or procedure, the respective person can enquire for an immediate manager or support officer. We expect that all employees & subcontractors will follow the policies and procedures.

2.3 Respect in the workplace

All employees and consultants should respect their colleagues and their cultural differences. We won’t allow any kind of discriminatory behavior, harassment or victimization. Employees should conform with Equal Opportunity in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

2.4 Protection of Company Property

All employees should treat Health Dynamics Pty Ltd T/A Vibe Natural Health and its client’s property, whether material or intangible, with respect and care.

Employees, contractors and consultants:



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- Shouldn't misuse Health Dynamics Pty Ltd T/A Vibe Natural Health and its client's equipment or use it frivolously.
- Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Employees, contractors and consultants should use them only to complete their job duties.
- Should protect Health Dynamics Pty Ltd T/A Vibe Natural Health and its client's facilities and other material property from damage and vandalism, whenever possible.

2.5 Professionalism

All employees, Directors and Managerial Staff and consultants must show integrity and professionalism in the workplace.

2.5.1 Personal appearance

All employees and consultants must follow a good Personal Appearance.


2.5.2 Corruption and Conflict of interest

We value our reputation for conducting business with honesty and integrity to maintain a positive and confident relationship with our clients, contractors, consultants and suppliers. We have a zero-tolerance approach towards bribery, nepotism and complies with all applicable anti-corruption laws.

Health Dynamics Pty Ltd T/A Vibe Natural Health employees are prohibited from making payments or providing anything of value to persons with the intent to improperly influence the performance of their official duties or gain any improper advantage. We expect our clients, sub-contractors, and suppliers to do the same.

Employees may not solicit or receive payments, gifts, or other benefits from vendors, suppliers or other third parties as an incentive to do business. It is considered a conflict of interest to accept or offer gifts or other benefits from people or organizations who are doing or seeking to do business with Health Dynamics Pty Ltd T/A Vibe Natural Health

Employees whose role permits them to do so may offer reasonable gifts, entertainment or other benefits to parties who have a business relationship with Health Dynamics Pty Ltd T/A Vibe Natural Health (other than Government officials).

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Employees may accept gifts, entertainment or other benefits up to the value of \$200AUD from persons doing or seeking to do business with Health Dynamics Pty Ltd T/A Vibe Natural Health , provided the benefits are given in accordance with generally accepted business practices.

Employees are to use their best judgment in giving or receiving gifts and do so only in limited circumstances. Any concerns about the appropriateness of an invitation or gift are to be referred to the line manager.

We expect employees and contractors to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

Violation of Health Dynamics Pty Ltd T/A Vibe Natural Health 's policies or legal and regulatory requirements in this regard could result in disciplinary action up to and including contract termination.

2.5.3 Job duties and authority

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Directors and Managerial Staff and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout Health Dynamics Pty Ltd T/A Vibe Natural Health .

2.5.4 Absenteeism and tardiness


Employees should follow their schedules. Generally, we expect employees, contractors and consultants to be punctual when coming and leaving from work. Health Dynamics Pty Ltd T/A Vibe Natural Health employees and consultants working from the client's location must follow clients' working hours' policies.

2.5.5 Collaboration and Community

Employees, Directors and Managerial Staff and consultants should be friendly and collaborative. We rely on a larger community to successfully do our business. The basic social ingredients that hold our project together include being considerate, respectful, pragmatic, collaborative, supporting others in the community and getting support from others in the community.

2.5.6 Communication

Employees and contractors must be open for communication with their colleagues, supervisors of team members.

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2.5.7 Benefits

We expect employees, contractors and freelancers to not abuse their benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits Health Dynamics Pty Ltd T/A Vibe Natural Health offers.

2.5.8 Policies

All employees and contractors should read and follow our company policies. If they have any questions, they should ask their managers.

2.6 Drugs and Alcohol

Consumption of alcohol & drugs is banned during work as it leads to impaired performance or inappropriate behavior, endangers the safety of others, or violates the law. If a manager has reasonable suspicion to believe that an employee’s use of drugs and/or alcohol may affect the employee’s job performance or the safety of the employee or others in the workplace, the respective manager may request an alcohol and/or drug screening.

2.7 Disciplinary actions

Health Dynamics Pty Ltd T/A Vibe Natural Health may have to take disciplinary action against employees, contractors or consultants who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation. Possible consequences include:

- Demotion
- Reprimand
- Suspension or termination
- Detraction of benefits for a definite or indefinite time.
- Notification to regulatory bodies