



RCR believe in ethical practices in the manner in which we conduct business. RCR requires the highest standards of workplace conduct from all employees.

#### **Our commitment:**

- Treat every person with care, respect, integrity and trust;
- Promote a positive work environment where our employees are mutually respectful to one another;
- Provide a safe and harmonious workplace that is free of harassment and discrimination;
- Provide a complaints / grievance procedure that gives our employees the forum to air concerns in a confidential manner and without fear of penalty;
- Investigate and act upon any complaints thoroughly, promptly, impartially and confidentially; and
- Ensure that accurate information is available on workplace harassment and discrimination.

#### **Your commitment:**

- Behave in a cordial and professional manner;
- Model respectful behaviour in all professional relationships;
- Maintain confidentiality of information which is confidential to RCR;
- Not use RCR funds, property, equipment or other resources for personal benefit; and
- Not engage in activities that involve or could appear to involve, a conflict between your personal interests and the interests of RCR.

This policy applies to all activities undertaken or controlled by RCR.

**Bruce James**

Chief Executive Officer