



Code of Conduct - Construction of Education Sites

Scope

This code of conduct applies to all Ages Build employees, sub-contractors and visitors to any Ages Build site deemed to be an education worksite.

Requirements

The following requirements **must be** adhered to, without exception, on all Education worksites:

- Obtain permission to enter a school or facility before commencing work and only enter approved areas. The Contractor's representative or where a subcontractor is working without the supervision of the Contractor, the subcontractor's representative must report their presence to the person in charge of the school or facility on arrival each day and record, in the Site Visit Log, the details of all Contractor's or subcontractor's employees working at that site that day.
- No contact or interaction with teachers, students, and/or parents at any time. Avoid talking with, touching or interacting with any children or residents or other users of the school or facility except where the work requires it or in an emergency or safety situation.
- Use only approved toilets and other facilities, unless the person in charge of the school or facility gives written authority to use alternative arrangements.
- Ensure that work areas are not able to be used or accessed by children, or residents or other users of the school or facility while work is in progress. Erect clear signs and barricades (where appropriate) to prevent any inadvertent or unauthorised access.
- Ensure that appropriate privacy is maintained when working on toilets and similar facilities. Verify that toilets and similar facilities are not occupied or in use by children, residents or other users before entering to perform work, and that work does not continue when use of the facilities is required. Where practicable male employees should perform work on male facilities and female employees on female facilities.
- Wear clothing that is tidy and in good condition, including a shirt and shorts, trousers or a skirt at all times.
- Report any concerns about children's behaviour or child abuse to the person in charge of the school or facility.
- Wear or carry an identity card at all times when on the Site.
- Smoking, including vaping, is prohibited at all times.
- Alcohol and illegal drugs are prohibited.
- Weapons, including knives, are not permitted.
- Violent, threatening, or other unacceptable behaviour will not be tolerated.
- Swearing, offensive or abusive language is unacceptable.
- Radios and other music players are prohibited.
- All speed, parking and vehicular restrictions must be adhered to.
- Maximum allowable speed is 5 KPH

Failure to adhere to these requirements will result in the immediate removal from site. Disciplinary actions, including fines, may result.

There may be commercial penalties applied to sub-contractors and suppliers who fail to adhere to these requirements.

A handwritten signature in black ink, appearing to read 'Anthony Agius', with a stylized, cursive script.

Anthony Agius

Managing Director

Ages Build Pty Ltd