



Code of Conduct



PBS-HR-POL-0001

<i>Authorisation Record</i>		<i>HR Lead</i>	<i>GROC Director</i>
<i>Rev</i>	<i>Date</i>	<i>Prepared by</i>	<i>Approved by</i>
<i>01</i>	<i>March 25</i>	T.Tough	A.Mason

Code of Conduct Policy		Document number: PBS-HR-POL-0001
		Revision: 01 Step: IFA
Document Type: POL	Discipline: HR	Date: March 2025
		Page 1 of 9

Code of Conduct Policy

TABLE OF REVISIONS

Rev.	Step	Date	Revision description	Issued by	Approved by
					
01	IFA	05/03/2025	Issued for Approval	T.Tough	A.Mason

Code of Conduct Policy		Document number: PBS-HR-POL-0001
		Revision: 01 Step: IFA
Document Type: POL	Discipline: HR	Rev. Date: March 2025
		Page 2 of 9

Table of Contents

1.0	PURPOSE	3
2.0	SCOPE	3
3.0	CONSORTIUM CORE VALUES	3/4
4.0	LEADERSHIP FUNDAMENTALS	4
5.0	ETHICAL STANDARDS AND COMPLIANCE	7
6.0	CONDUCT AT OFFSITE EVENTS	8
7.0	SOCIAL MEDIA AND ONLINE CONDUCT	8
8.0	HARRASSMENT AND DISCRIMINATION	8
9.0	WHISTLEBLOWING AND REPORTING VIOLATIONS	9
10	CONCLUSION	9

Code of Conduct Policy		Document number: PBS-HR-POL-0001
		Revision: 01 Step: IFA
Document Type: POL	Discipline: HR	Rev. Date: March 2025
		Page 3 of 9

1.0 PURPOSE

The PBS Consortium is committed to fostering a culture of trust, respect, and accountability. This Code of Conduct provides a clear and comprehensive framework to guide our behavior in alignment with our core values: Safety, Excellence, People, Teamwork, and Integrity. It also outlines our leadership fundamentals, ensuring that our leaders effectively guide teams, promote a positive work environment, and support our strategic goals.

By adhering to this Code, every member of the PBS Consortium contributes to building a workplace where these values are expected, promoted, and celebrated. This Code applies to all employees, contractors, and affiliates of PBS Consortium, regardless of position or role.

This Code of Conduct Policy works in conjunction with the Policy that is in place for your Parent Company.

2.0 SCOPE

This procedure applies to all personnel who are working on behalf of the PBS consortium through one of the Employing Companies in the course of their official duties, update or withdraw information contained within the document at any time.

3.0 CONSORTIUM CORE VALUES

- Safety
 - We are committed to ensuring the safety of all individuals involved in our operations, projects, and activities. We believe that safety is non-negotiable and must be integrated into every aspect of our work.
- Expectations
 - Workplace Safety - Follow all safety policies, procedures, and regulations at all times
 - Proactive Risk Management - Identify potential risks, report hazards, and collaborate to eliminate or mitigate risks. Training and Awareness - Participate in all safety training sessions and remain vigilant to identify and address safety concerns in real time.
- Excellence
 - We strive for excellence in everything we do. This encompasses continuous improvement, personal accountability, and delivering high-quality results.

Code of Conduct Policy		Document number: PBS-HR-POL-0001
		Revision: 01 Step: IFA
Document Type: POL	Discipline: HR	Rev. Date: March 2025
		Page 4 of 9

- Expectations
 - Continuous Learning - Seek opportunities to improve your skills, knowledge, and capabilities
 - Quality Assurance - Uphold high standards of work by focusing on precision, accuracy, and attention to detail
 - Innovative Problem-Solving - Approach challenges with creativity and resourcefulness, consistently looking for ways to improve processes and outcomes.

- People
 - Our people are the heart of the PBS Consortium. We treat everyone with respect and foster an inclusive, supportive, and empowering workplace.

- Expectations
 - Collaboration and Cooperation - Actively contribute to team efforts and remain open to new ideas, feedback, and perspectives
 - Communication - Maintain clear, open, and honest communication with colleagues, leadership, and stakeholders
 - Shared Accountability - Take collective responsibility for both successes and challenges and work together to resolve issues constructively.

- Teamwork
 - We brand ourselves as #teampbs. We understand that our people are the commodity that we take to the marketplace. We anticipate that we can all work together, demonstrating that we are powered by synergy.

- Integrity
 - We operate with integrity in all our interactions, consistently adhering to ethical standards and principles. Trust is the foundation of our relationships, and we maintain the highest level of transparency and honesty
 - Honesty and Transparency - Provide truthful and accurate information in every situation
 - Ethical Decision-Making - Make decisions based on principles of fairness, respect, and responsibility, considering both short-term and long-term impacts
 - Accountability - Take ownership of actions, both positive and negative, and work to correct mistakes promptly and transparently.

Code of Conduct Policy		Document number: PBS-HR-POL-0001
		Revision: 01 Step: IFA
Document Type: POL	Discipline: HR	Rev. Date: March 2025
		Page 5 of 9



4.0 LEADERSHIP FUNDAMENTALS

Effective leadership is fundamental to our success. Our leadership fundamentals focus on creating a supportive environment where team members are motivated, engaged, and empowered to perform at their best. These principles guide all leaders within the PBS Consortium.

- Clear Expectations
 - A leader’s role is to clearly communicate expectations for each team member, project, and initiative. Clarity fosters alignment and drives performance.
 - Key Actions
 - Set clear, specific, and achievable goals for individuals and teams
 - Communicate how these goals contribute to broader organizational objectives
 - Ensure that each team member understands their role and responsibilities.
- Observe Performance
 - Leaders must actively observe and monitor individual and team performance to identify successes, areas for improvement, and development opportunities.
 - Key Actions
 - Regularly assess performance through objective metrics and observation
 - Provide real-time feedback to team members to reinforce positive behaviors and address challenges
 - Track progress toward goals and adjust strategies to ensure success.

Code of Conduct Policy		Document number: PBS-HR-POL-0001
		Revision: 01 Step: IFA
Document Type: POL	Discipline: HR	Rev. Date: March 2025
		Page 6 of 9

- Remove Barriers
 - Leaders should work proactively to remove obstacles that hinder team members' ability to perform at their best.
 - Key Actions:
 - Actively listen to concerns and challenges faced by team members
 - Provide necessary resources, tools, or training to help overcome barriers
 - Advocate for changes in systems, processes, or structures to facilitate smoother workflows and better outcomes.

- Feedback
 - Regular, constructive feedback and coaching are essential for individual growth and team success. Leaders should guide team members in developing their skills and achieving their potential.
 - Key Actions:
 - Offer specific, actionable feedback that highlights both strengths and areas for improvement
 - Engage in coaching conversations to develop employees' skills, competencies, and career trajectories
 - Foster a growth mindset by encouraging continuous learning and development.

- Coach & Engage
 - Leaders must actively engage with their teams, inspiring and motivating them to reach their full potential while fostering a sense of ownership and pride in their work.
 - Key Actions:
 - Create an environment where team members feel heard, valued, and involved in decision-making
 - Inspire passion and commitment to the organization's mission and values
 - Recognize achievements and celebrate successes, both big and small, to maintain high morale and engagement.

Code of Conduct Policy		Document number: PBS-HR-POL-0001
		Revision: 01 Step: IFA
Document Type: POL	Discipline: HR	Rev. Date: March 2025
		Page 7 of 9



- 
1. CLEAR EXPECTATIONS
 Our leaders consistently set a vision & communicate out our clear expectations. We encourage our people to challenge & ask when things are not clear.
- 
2. OBSERVE PERFORMANCE
 Our leaders observe performance & tie our targeted behaviours to results via critical KPIs & metrics. We introduce healthy stretch to challenge our teams.
- 
3. REMOVE BARRIERS
 Our leaders proactively remove barriers to performance. We do all we can to assist our workforce to deliver.
- 
4. FEEDBACK
 Our leaders both provide, & actively seek out, timely & pinpointed feedback (both positive & constructive). We see feedback as a critical gift. We recognise and celebrate our successes.
- 
5. COACH & ENGAGE
 Our leaders coach & engage both their direct reports and others across our team. We cultivate a continuous learning environment. We have the conversations necessary to deliver & improve our business.

5.0 ETHICAL STANDARDS AND COMPLIANCE

PBS Consortium expects all employees to uphold the highest standards of ethical conduct, both in the workplace and in interactions with clients, partners, and external stakeholders.

- Compliance with Laws and Regulations

We comply with all applicable local, state, and federal laws and regulations governing our business practices, including health and safety, environmental sustainability, labour rights, and anti-corruption.

- Confidentiality and Data Protection

We respect the privacy and confidentiality of our clients, partners, and employees. All sensitive information must be handled in accordance with data protection laws and organisational policies.

- Conflict of Interest

Employees must avoid situations where personal interests conflict with the interests of PBS Consortium. Any potential or actual conflicts of interest must be disclosed to management immediately.

Code of Conduct Policy		Document number: PBS-HR-POL-0001
		Revision: 01 Step: IFA
Document Type: POL	Discipline: HR	Rev. Date: March 2025
		Page 8 of 9

6.0 CONDUCT AT OFFSITE EVENTS

PBS Consortium expects the highest standards of professional conduct at all events, conferences, seminars, and business-related social gatherings, both on and off company premises.

- Expectations
 - Professionalism - Maintain professionalism in all interactions with colleagues, clients, and stakeholders, ensuring that the PBS Consortium's reputation is upheld at all times
 - Respectful Behaviour - Treat all attendees with respect and courtesy and avoid engaging in any inappropriate or unprofessional behaviour
 - Substance Use - Use alcohol responsibly and avoid excessive consumption that may impair judgment or behaviour. Substance abuse or misconduct of any kind will not be tolerated.

7.0 SOCIAL MEDIA AND ONLINE CONDUCT

PBS Consortium recognizes the role that social media plays in both personal and professional spheres. We expect our employees to use social media responsibly and understand that actions online can reflect on both them and the organisation.

- Expectations
 - Representation of PBS Consortium - Employees should be mindful that their online behaviour can influence the perception of PBS Consortium. Refrain from posting content that could damage the organization's reputation
 - Respectful Dialogue - Engage in respectful, constructive online interactions. Avoid personal attacks, harassment, or spreading misinformation
 - Confidentiality - Do not share confidential information about PBS Consortium, its clients, or stakeholders on any social media platform without proper authorization.

8.0 HARRASSMENT AND DISCRIMINATION

PBS Consortium is committed to providing a workplace free from harassment, discrimination, or bullying of any kind. We will not tolerate behaviour that creates an intimidating, hostile, or offensive work environment.

- Expectations
 - Respectful Interaction - Treat all colleagues with dignity and respect. Any form of harassment or discriminatory behaviour whether based on race, gender, sexual orientation, disability, religion, or any other protected characteristic is strictly prohibited
 - Zero Tolerance for Bullying - We maintain a zero-tolerance policy for bullying, verbal abuse, or other inappropriate behaviours
 - Reporting Harassment - If you experience or witness any form of harassment, it should be reported immediately using our designated reporting channels. We take all complaints seriously and will investigate them thoroughly.

Code of Conduct Policy		Document number: PBS-HR-POL-0001
		Revision: 01 Step: IFA
Document Type: POL	Discipline: HR	Rev. Date: March 2025
		Page 9 of 9

9.0 WHISTLEBLOWING AND REPORTNG VIOLATIONS

PBS Consortium encourages employees to report any concerns related to unethical behaviour, safety violations, or breaches of this Code of Conduct. We are committed to ensuring that all reports are handled confidentially and that individuals are protected from retaliation.

- Reporting Channels
 - Direct Supervisor - Report concerns to your immediate supervisor
 - Human Resources (HR) - If the issue cannot be resolved through direct supervision, escalate to Human Resources
 - Anonymous Reporting - Employees can use our anonymous whistleblower hotline or email system to report concerns without fear of retaliation.

PBS Consortium ensures that all whistleblowing reports are taken seriously and will investigate every concern promptly and thoroughly. Retaliation against whistleblowers is strictly prohibited.

10. CONCLUSION

The PBS Consortium Code of Conduct is a living document that reflects our commitment to safety, excellence, people, teamwork, integrity, and effective leadership. By adhering to these principles and behaviours, we create a positive, productive, and ethical environment for all our employees, partners, and stakeholders. Together, we can achieve the highest standards of performance and create a lasting impact in our industry and community.

