AMC BUSINESS ETHICS POLICY

1. Purpose

AMC Commercial Cleaning Pty Ltd is committed to conducting business honestly, fairly, and with integrity in all dealings with employees, clients, suppliers, and other stakeholders.

The purpose of this policy is to define AMC's commitment to ethical business practices and to provide a framework for responsible decision-making across all areas of the business.

2. Scope

This policy applies to all AMC employees, operatives, management, and any person representing AMC Commercial Cleaning Pty Ltd during business activities.

3. Policy Statement

AMC Commercial Cleaning expects all business activities to be undertaken lawfully, ethically, and in a manner that protects the reputation, values, and long-term interests of the business.

All employees and operatives are expected to act with honesty, integrity, fairness, and accountability in their dealings and to avoid any behaviour that may damage AMC's reputation or compromise trust.

4. Commitments

AMC Commercial Cleaning is committed to the following business ethics principles:

- Conducting business in compliance with all applicable laws, regulations, and contractual obligations
- Acting honestly, fairly, and with integrity in all business dealings
- Treating clients, employees, suppliers, and stakeholders with professionalism, respect, and fairness
- Avoiding conflicts of interest and disclosing any actual, potential, or perceived conflict promptly
- Not offering, accepting, or soliciting bribes, secret commissions, improper benefits, or cash payments
- Ensuring gifts, hospitality, or other benefits do not improperly influence, or appear to influence, business decisions
- Using company funds, property, information, and resources responsibly and only for legitimate business purposes
- Maintaining accurate, complete, and honest business records
- Protecting confidential information and respecting privacy obligations
- Promoting fair competition and ethical procurement practices
- Reporting suspected unethical, unlawful, or improper conduct through the appropriate channels
- Ensuring any person who reports concerns in good faith is treated fairly and without retaliation

5. Gifts, Benefits and Improper Payments

Employees and operatives must not offer, accept, or request any gift, benefit, or hospitality that could improperly influence a business decision or create a perception of bias.

Under no circumstances are money, cash payments, or improper personal benefits to be offered or accepted.

6. Responsibilities

Management is responsible for promoting and supporting ethical conduct across the organisation and for ensuring this policy is implemented and communicated.

Employees and operatives are responsible for understanding and complying with this policy during training and induction and for conducting themselves in a manner consistent with AMC's ethical standards.

7. Breach of Policy

Any breach of this policy may result in disciplinary action, including termination of employment or termination of engagement with AMC Commercial Cleaning Pty Ltd, where appropriate.

Signed: 

Name: Kristie Coade
Position: CEO, AMC Commercial Cleaning Pty Ltd

Date: 23rd March 2026

This policy will be reviewed periodically to ensure it remains current, effective, and aligned with AMC Commercial Cleaning's legal and operational requirements.