AMC CODE OF CONDUCT POLICY

Purpose

This policy affirms AMC Commercial Cleaning Pty Ltd.'s belief in responsible social and ethical behaviour from all employees and operatives. This policy clarifies the standards of behaviour that AMC expects of all employees and operatives.

Scope

Our employees and operatives contribute to the success of our organisation and that of our clients. AMC fully endorses that all employees and operatives are not deprived of their basic human rights. AMC references minimum standards based on the principles of the United Nations Universal Declaration of Human Rights

Furthermore, our employees and operatives have an obligation to the Business, our clients and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine employee and Client trust.

Policy

Our Code of Conduct policy applies to all employees and operatives, and provides the framework of principles for conducting business, dealing with other employees, operatives, Clients and suppliers. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. This policy is based on the following:

- Act and maintain a high standard of integrity and professionalism
- Be responsible and scrupulous in the proper use of Company information, funds, equipment and facilities
- Be considerate and respectful of the environment and others
- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, clients and suppliers
- Avoid apparent conflict of interests, promptly disclosing to an AMC senior manager, any interest which may constitute a conflict of interest
- Promote the interests of AMC
- Perform duties with skill, honesty, care and diligence
- Abide by policies, procedures and lawful directions that relate to your employment with AMC and/or our clients
- When working with children ensure the children are free from harm and kept safe at all times
- Avoid the perception that any business transaction may be influenced by offering or accepting gifts
- Under no circumstances may employees and operatives offer or accept money
- Any employee or operative, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following the correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

AMC Commercial Cleaning Pty Ltd expects co-operation from all employees and operatives in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any employee or operative in breach of this policy may be subject to disciplinary action, including termination.

CODE OF CONDUCT FOR EMPLOYEES AND OPERATIVES WORKING WITH CHILDREN AND YOUNG PEOPLE

Management, staff, employees and operatives at AMC Commercial Cleaning who work with children are required to abide by this Code.

Under the CEO, management will:

1. Be responsible for the overall welfare and wellbeing of staff and affiliates.
2. Be accountable for managing and maintaining a duty of care towards staff and affiliates.

All people involved in the care of children on behalf of AMC Commercial Cleaning] will:

1. Work towards the achievement of the aims and purposes of the organisation.
2. Be responsible for relevant administration of cleaning activities in their area.
3. Maintain a duty of care towards others involved in these activities.
4. Establish and maintain a child-safe environment in the course of their work.
5. Be fair, considerate and honest with others.
6. Treat children and young people with respect.
7. Act as positive role models in their conduct with children and young people.
8. Be professional in their actions.
9. Maintain strict impartiality.
10. Comply with specific organisational guidelines on physical contact with children.
11. Maintain a child-safe environment for children and young people.
12. Operate within the policies and guidelines of AMC Commercial Cleaning]; and
13. Contact the police if a child is at immediate risk of abuse (telephone 000).

No person shall:

1. Shame, humiliate, oppress, belittle or degrade children or young people.
2. Unlawfully discriminate against any child.
3. Engage in any activity with a child or young person that is likely to physically or emotionally harm them.
4. Initiate unnecessary physical contact with a child or young person or do things of a personal nature for them that they can do for themselves.
5. Be alone with a child or young person unnecessarily and for more than a very short time.
6. Develop a 'special' relationship with a specific child or young person.
7. Show favouritism through the provision of gifts or inappropriate attention.
8. Arrange contact, including online contact, with children or young people.
9. Photograph or video a child or young person
10. Work with children or young people while under the influence of alcohol or illegal drugs.
11. Engage in open discussions of a mature or adult nature in the presence of children.
12. Use inappropriate or foul language in the presence of children; or
13. Do anything in contravention of the companies' policies, procedures of this Code of Conduct.

What happens if you breach this Code of Conduct

If you breach this Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with the company.

Should an employee or operative have doubts about any aspect of the Code of Conduct, they must seek clarification from the Managing Director.

This policy will be regularly reviewed by AMC Commercial Cleaning Pty Ltd, and any necessary changes will be implemented by the Managing Director.

Signed: 

Date: 19th March 2026

Name: Kristie Coade

Position: CEO, AMC Commercial Cleaning Pty Ltd