

CODE OF CONDUCT POLICY

Velocity Air Conditioning relies on its employees to perform their duties in an effective, efficient and professional manner at all times.

The organization's business success is governed by the conduct of its personnel whilst undertaking operations. It is therefore imperative that all Velocity Air Conditioning personnel conduct themselves in a manner befitting the relationship that the company develops with its valued clients.

Employees of Velocity Air Conditioning are:

- To be polite and courteous to clients both external and internal.
- To dress appropriately and comply with the company's dress code of neat office attire.
- Not to be disruptive, Violent, aggressive or antagonistic towards others whilst engaged in the undertakings of the organization or when representing the company.
- Not to consume or be influenced illicit drugs or alcohol whilst undertaking work or during working hours.
- Not to endanger the health and safety of others through the undertaking of unsafe acts, behavior, or playful activities.
- Not to unlawfully damage or destroy property or the environment.
- Not discriminative, racially, sexually or abusively against others in the workplace.

All Employees shall comply with confidentiality agreements or arrangements and are not to disclose information or transfer documents or data that could be detrimental to the organization.

Your assistance in making Velocity Air Conditioning an equal opportunity environment for all employees is appreciated.



David Fields
General Manager
WHSO/EO