



CODE OF CONDUCT & BUSINESS ETHICS
Policy Document



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1. PURPOSE

The purpose of this policy is to establish the behavioural and ethical standards expected of all individuals representing MISCO Australia Pty Ltd.

This Code supports our commitment to integrity, accountability, quality, and respect, and ensures compliance with legal, environmental, and governance obligations across all operations.

2. POLICY STATEMENT

MISCO Australia conducts business in accordance with the highest standards of honesty, integrity, fairness, and professionalism.

We believe ethical conduct is essential to maintaining the trust of our customers, employees, suppliers, and the broader community.

All employees, directors, and business partners must uphold these values in every interaction, decision, and activity undertaken on behalf of MISCO Australia.

3. OBJECTIVES

This Code aims to:

- Define acceptable standards of conduct and professional behaviour.
- Ensure compliance with all applicable laws, regulations, and standards.
- Promote transparency, fairness, and accountability in all operations.
- Prevent corruption, misconduct, and unethical practices.
- Encourage respect, safety, and environmental responsibility within the workplace.
- Strengthen MISCO's reputation as a trusted and responsible Australian manufacturer.

4. SCOPE

This policy applies to:

- All employees, directors, officers, contractors, and consultants engaged by MISCO Australia.
- All suppliers, vendors, and third-party representatives acting on behalf of MISCO.
- All business activities, transactions, and communications undertaken in Australia and internationally under the MISCO name.

5. GUIDING PRINCIPLES OF CONDUCT

5.1 Integrity and Honesty

Conduct all business activities truthfully and with integrity.

Avoid deception, misrepresentation, or conduct that undermines trust.

5.2 Compliance with Laws and Regulations

All employees must comply with:

- Commonwealth and State legislation, including:
 - Fair Work Act 2009
 - Work Health and Safety Act 2011
 - Privacy Act 1988
 - Corporations Act 2001
 - Environmental Protection Act
 - Modern Slavery Act 2018
 - Competition and Consumer Act 2010
- Industry codes, standards, and internal company procedures.

5.3 Respect and Equal Opportunity

Treat all colleagues, customers, and partners with dignity and fairness.

We reject any form of discrimination, harassment, or intimidation.

MISCO values diversity, inclusion, and professional behaviour at all times.

5.4 Workplace Health, Safety & Environment

Safety is a shared responsibility.

Employees must:

- Follow all safety procedures and use PPE as required.
- Report incidents, hazards, or near misses immediately.
- Support environmental sustainability initiatives and responsible waste management.

5.5 Conflict of Interest

Avoid situations where personal interests conflict, or appear to conflict, with company interests.

Disclose potential conflicts to the Directors immediately.

5.6 Anti-Bribery and Corruption

MISCO operates a zero-tolerance approach to bribery, corruption, and unethical inducements.

No employee may offer, solicit, or accept gifts or benefits intended to influence business decisions.

5.7 Fair Competition

Engage in fair, transparent, and lawful competition.

Do not engage in price-fixing, collusion, or misleading conduct.

5.8 Confidentiality and Privacy

Respect and protect confidential company, customer, and supplier information.

Information obtained through work at MISCO must never be disclosed or used for personal gain.

All data handling must comply with the Privacy Act and MISCO’s Privacy Policy.

5.9 Use of Company Resources

Company assets—including IT systems, vehicles, tools, and materials—must be used responsibly and solely for legitimate business purposes.

Misuse, theft, or unauthorized use is prohibited.

5.10 Communication and Representation

All communications must reflect professionalism and accuracy.

Employees must not make unauthorized public statements or use social media in ways that could harm MISCO’s reputation.

6. RESPONSIBILITIES

Role	Responsibilities
Directors	Set ethical standards, lead by example, and ensure systems support compliance and accountability.
Managers/Supervisors	Monitor conduct, address breaches, and reinforce ethical behaviour through leadership.
Employees & Contractors	Follow this Code, report breaches, and uphold MISCO’s values in daily work.
Suppliers & Partners	Conduct business in line with MISCO’s ethical and social responsibility expectations.

7. REPORTING MISCONDUCT

MISCO encourages the reporting of unethical, illegal, or unsafe behaviour.

Reports can be made:

- Directly to Management or the Directors.
- Via the Whistleblower Policy.
- All reports will be treated confidentially, investigated promptly, and handled without retaliation.

8. BREACHES OF THIS POLICY

Breaches of this Code will result in appropriate disciplinary action, which may include:

- Counselling or formal warning.
- Termination of employment or contract.
- Notification to external regulatory authorities.
- Severe or deliberate breaches may lead to legal proceedings.

9. TRAINING AND COMMUNICATION

This Code is issued to all employees upon induction and reissued following major updates.

Training will be conducted to ensure all personnel understand their obligations under this policy.

10. REVIEW AND CONTINUOUS IMPROVEMENT

This policy will be reviewed at least every two (2) years, or sooner if legislative or operational changes occur.

The Directors are responsible for ensuring the policy remains current and effective.

11. RELATED POLICIES AND DOCUMENTS

- Anti-Bribery and Corruption Policy
- Conflict of Interest Policy
- Whistleblower Policy
- Corporate Governance & Integrity Statement
- Privacy Policy
- Work Health & Safety Policy
- Environmental Policy
- Supplier Code of Conduct
- Equal Employment Opportunity Policy

12. ACKNOWLEDGEMENT

All MISCO employees, contractors, and representatives are required to sign an Acknowledgement Form confirming that they:

- Have read and understood this Code of Conduct & Business Ethics.
- Agree to comply with its principles.
- Understand that failure to comply may result in disciplinary action.

Approved By:

Rhiannon Frankas – Director

Daniel Frankas – Director

Date: 11.10.2025

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