



## Code of conduct

### Purpose

Swan Towing employees and sub contractors are required to behave at all times in a way that upholds the Swan Towing Code of conduct as outlined below.

### The Code of Conduct requires that an employee and sub contractor must:

- Behave honestly and with integrity;
- Act with care and diligence;
- When acting in the course of Swan Towing employment, treat everyone with respect and courtesy, and without harassment;
- Comply with any lawful and reasonable direction given by the Directors and those who have authority to give the direction;
- Maintain appropriate confidentiality and respect with regards to dealings that the employee or sub contractor has with any customer, employee or sub contractor of Swan Towing;
- Disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with Swan Towing;
- Use Swan Towing resources, materials and equipment in a proper manner;
- Not make improper use of;
  - a) Inside information, or
  - b) The employee or sub contractor's duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for the employee, sub contractor or for any other person;
- At all times behave in a way that upholds the integrity and good reputation of Swan Towing;
- Comply with any other conduct requirement that is asked of you from time to time.