

## Code of Conduct and Dress Code Policies

Our Code of Conduct policy applies to all team members and provides the framework of principles for conducting business, dealing with other team members, 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
- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other team members, clients and suppliers
- Unlawful discrimination, harassment, stalking, bullying, violence, or threats of violence will not be tolerated
- Avoid apparent conflict of interests, promptly disclosing to a Senior Manager any interest which may constitute a conflict of interest
- All team members, contractors, consultants, clients and visitors must adhere to all Occupational Health and Safety procedures
- Perform duties with skill, honesty, care and diligence
- Abide by policies, procedures and lawful directions that relate to your employment with FBG and/or our Clients
- Under no circumstances may team members offer or accept money
- Any employee, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

The business expects co-operation from all team members in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards. Any employee in breach of this policy may be subject to disciplinary action, including termination.

## Dress Code Policy

The Company believes in maintaining a business atmosphere that is representative of our industry and values. We believe that the appearance of our representatives plays a role in both creating a professional work environment and presenting a favourable image to our clients. Team members and other Company representatives are therefore expected to dress and maintain grooming standards in a manner that is business appropriate.

Here are the guidelines: (if you do not wish to wear uniforms)

1. General Guidelines:

- Team members are expected to use good judgment and dress in a manner that is respectful, neat, and appropriate for a professional workplace.
- Clothing should be clean, well-maintained, and free of any offensive language or imagery.
- Personal hygiene should be maintained to a high standard.

2. Tops:

- Acceptable tops include collared shirts, collared t-shirts/ polos, blouses, cardigans, and dressy tops.
- Singlets, tank tops, crop tops, sweaters, activewear, and overly revealing tops are not permitted.
- Graphic tees should be avoided unless they are company-branded or in support of a company-sanctioned event.

3. Bottoms:

- Acceptable bottoms include dress pants, chinos, black jeans, skirts, and dresses.
- Shorts, sweatpants, leggings, activewear, and overly distressed jeans are not permitted.
- Skirt and dress lengths should be appropriate and not overly revealing.

4. Footwear:

- Closed-toe shoes are preferred for safety reasons.
- Casual Sneakers, loafers, flats, and dress shoes are all acceptable.
- Runners, beach flip-flops/thongs, and slippers are not permitted.

5. Accessories:

- Accessories such as belts, ties, scarves, and jewellery should be tasteful and not overly distracting.

- Hats should be avoided indoors unless for religious or cultural reasons.

6. Special Occasions:

- On certain occasions such as client meetings, presentations, or company events, team members may be required to adhere to a more formal dress code. Specific guidelines will be communicated in advance.

7. Personal Expression:

- We encourage team members to express their style while adhering to the abovementioned guidelines. However, individuality should not come at the expense of professionalism or create discomfort for others in the workplace.

Conclusion: By adhering to our Neat Casual Dress Code, we aim to create a workplace where team members feel comfortable, confident, and ready to excel.