

Business Code of Conduct

1. Introduction

At Majans Pty Ltd, we are committed to maintaining the highest standards of integrity, safety, and ethical conduct. This Code of Conduct outlines the principles that guide our business practices and ensure compliance with laws, regulations, and best practices in food manufacturing. Every employee is expected to understand and adhere to these principles to maintain our reputation and the trust of our customers.

2. Compliance with Laws and Regulations

We strictly comply with all applicable federal, state, and local laws and regulations, particularly those related to:

- Food safety and hygiene (e.g., HACCP, FSANZ standards)
 - Workplace health and safety (e.g., Work Health and Safety Act 2011)
 - Environmental regulations (e.g., waste management, sustainable practices)
 - Fair trading and competition laws
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3. Food Safety and Quality

Ensuring the safety and quality of our products is of paramount importance. We commit to:

- Producing high-quality products that meet or exceed industry standards.
 - Implementing and maintaining robust food safety protocols.
 - Adhering to HACCP (Hazard Analysis Critical Control Point) systems for risk management in food production.
 - Conducting regular training for all employees on food safety and hygiene practices.
 - Immediately reporting any potential contamination or safety risks to supervisors or management.
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4. Workplace Health and Safety

We are committed to providing a safe and healthy work environment. Employees must:

- Follow all workplace health and safety protocols.

Wear the appropriate personal protective equipment (PPE) as required by specific tasks.

- Report any unsafe conditions, incidents, or near-misses immediately.
 - Participate in safety training and emergency drills.
 - Refrain from unsafe practices, such as tampering with safety equipment or ignoring safety protocols.
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5. Ethical Business Practices

We operate with integrity and transparency in all our business dealings. This includes:

- Avoiding any conflicts of interest or activities that could harm the company's reputation.
 - Ensuring all records and reports are accurate, truthful, and timely.
 - Acting responsibly in all business transactions and interactions with suppliers, customers, and partners.
 - Respecting confidentiality and intellectual property, both of the company and our stakeholders.
 - Refraining from any form of bribery or corruption.
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6. Environmental Responsibility

We are committed to minimizing our environmental impact by:

- Reducing waste and increasing recycling wherever possible.
 - Using energy and water resources efficiently.
 - Adhering to sustainable sourcing practices.
 - Continuously improving our manufacturing processes to reduce our carbon footprint.
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7. Anti-Discrimination and Harassment

We are dedicated to fostering a workplace that values diversity and inclusivity. We do not tolerate any form of discrimination, harassment, or bullying. Employees must:

- Treat colleagues, customers, and suppliers with respect and dignity.
 - Report any incidents of discrimination, harassment, or inappropriate behaviour.
 - Promote an environment that is free from bias and inequality.
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8.0 Professional Conduct

Employees are expected to:

- Perform their duties with integrity, diligence, and professionalism.
 - Abide by company policies and procedures.
 - Maintain punctuality and reliability in attending work.
 - Use company resources responsibly and avoid misuse of equipment or facilities.
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9. Confidentiality and Data Protection

Protecting sensitive company and customer information is essential. Employees must:

- Keep all proprietary and confidential information secure.
 - Follow data protection policies in compliance with privacy laws (e.g., Privacy Act 1988).
 - Not disclose confidential information to unauthorized persons.
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10. Reporting Violations

Employees are encouraged to report any violations of this Code of Conduct, unethical behaviour, or safety concerns without fear of retaliation. Reports can be made directly to supervisors or anonymously through our designated reporting channels.

11. Consequences of Non-Compliance

Failure to comply with this Code of Conduct may result in disciplinary action, including termination of employment, depending on the severity of the violation.
