



## CODE OF CONDUCT

Abell Point Marina has over 80 commercial tenancies and provides a full complement of services and facilities to support both leisure and commercial sectors of the boating industry.

The Marina at Abell Point, including all driveways, parking lots, marina docks and gangways, is private property. The following Code of Conduct is set forth for the purpose of ensuring a safe and enjoyable marina experience for all employers/ employees', customers and general public

Your consent and enforcement of this Code is essential to protect both your, and Abell Point Marina's legitimate business interests and compliance with both State and Federal law and regulations.

The following Code of Conduct shall be enforced throughout the Marina and its environs:

**1. Commercial Operator (Directors, Owners, Managers, sub-contractors) Responsibilities- You shall:**

- protect the health and welfare of all personnel.
- provide an environment free from discrimination, harassment, physical force, and sexual or religious slurs.
- present a positive image to the general public and customers by ensuring all personnel dress to an acceptable standard with clean, neat clothing that is free from stains and tears, and avoid explicit language and conduct, which interferes, disrupts or endangers Marina patrons.
- in all public areas including walkways, waste disposal, fuel wharfs, workshops and Guest meeting areas, ensure that footwear is worn by all personnel. Footwear requirements are an enclosed shoe that is clean, well maintained and covers the foot. Areas adjacent to a vessel and fingers, footwear is at the Operators own discretion and falls under the responsibility of the Commercial Operator.
- ensure that personnel selected for random Drug and Alcohol testing are co-operative, participative and if a non-negative result is discovered, then they are managed in accordance with the attached Drug and Alcohol Policy.
- ensure that the following Individual responsibilities are implemented consistently.

**2. Responsibilities of Individuals/ Employee's- You shall:**

- treat other staff members and guests with courtesy, fairness and equity;
- engage in conduct that is non-discriminatory on the basis of sex, race, sexuality, disability, cultural background, religion, marital status, age, union affiliation, political conviction or family responsibilities;
- avoid behaviour that may be reasonably perceived as harassing, intimidating, overbearing, bullying or physically or emotionally threatening either verbally or written;
- refrain from acting in a way that would unfairly harm the reputation and career prospects of other staff members or guests;
- be responsive, courteous and empathetic in dealing with other staff members, guests and members of the community;
- adhere to all legislative requirements within the Marina including, but not limited to, OH&S legislation, Food Safety legislation, Anti-Tobacco legislation, Anti-Discrimination, Liquor Licensing and the Privacy Act.
- abide by all Abell Point Marina Rules and Regulations, as set out in Commercial Operators License Agreement.
- adhere to Abell Point Marina policies and procedures such as Alcohol and Drug testing, and any other policies that may apply to non-employees of Abell Point Marina.

Where there is a breach in this Code of Conduct, Management will remove offending personnel from the Marina.

Signed by:

Name:

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Business Name: \_\_\_\_\_

Abell Point Marina Management:

Signed by:

Name:

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