

Code of Ethics



**COMPLETE BUSINESS
SOLUTIONS AUSTRALIA**

Purpose

This Code of Ethics is designed to outline the standard of behaviour expected by employees of Complete Business Solutions Australia (CBSA).

Code

- CBSA staff are expected to adhere to the following values:
 - Be inclusive: ensure that all internal and external customers are treated the same.
 - Be honest: ensure that you in business representations with internal and external customers.
 - Be accountable: promise what you say you will deliver.
 - Be sustainable: ensure that sustainability plays an important part in any work activities that you undertake.
 - Be professional: ensure that you act with integrity at all times.

Document Control

Document No. & Name:	HR005 – Code of Ethics
Quality Area:	Human Resources (HR)
Author:	Complete Business Solutions Australia (CBSA)
Status:	Approved
Approved by:	Henry Thomas
Approval date:	26/10/2020
Review date:	27/10/2021