

FY 21 Code of Conduct Field Refresher Training

Topic 2 – Protecting Assets, Resources & Information

Instructions for Presenter

- *ALL field personnel (incl job shoppers) that perform work for Worley and who do not have regular access to a computer should attend.*
- *Present each topic at daily toolbox talk. You can present them 4 days in a row or 1 topic per week. Feel free to use another scenario or example that is more relevant to your audience.*
- *At the end of each topic presentation, please ensure everyone signs the attendance sheet and return it to HR/People Group.*

What does the Code of Conduct say:

You have a responsibility to protect any Worley property and assets that are under your control. You must safeguard them from loss, theft and unauthorized use.

You must not:

- steal goods, money or property
- commit fraud
- improperly use company assets
- wilfully or recklessly damage company property

Property and assets include:

- Intellectual property (computer programs software, models and other items)
- Confidential and proprietary information
- Third party information
- Business plans
- Cash
- Equipment and supplies

Equipment and Supplies Example

- Do not take more equipment than required for use. Do not take company equipment home for personal use:
 - PPE (Gloves, Safety Glasses)
 - Tools
 - Office supplies (Pens, Notebooks, Paper, etc)
- Do not use office equipment for your personal use, i.e. photocopier

While occasional personal use of Worley provided resources is allowed, it must not:

- Diminish your colleagues' or your productivity or performance
- Relate to you running a private business
- Other activities which are prohibited by the code of conduct



Group discussion

Scenario 1: Maria suspects her colleague James, has taken some power tools from the site. She saw him loading them into his car two weeks ago. She checked today and confirmed that they have not been returned.

Should she confront James about it?

Notes for Presenter:

Do not accuse the co-worker directly. Instead, report it to your manager.

Under the Code, all our people must protect Worley property and assets. They must not steal anything that belongs to us.

Scenario 2: Ahmad recently started a garden landscaping business outside of working hours. You notice that he ordered some extra materials on a recent project purchase order and the supplier (who is a friend of his), apparently dropped the extra items at his home.

Is he allowed to order items for his own business and charge it to the project?

Notes for Presenter:

You must not improperly use Company resources for your private business or other activities that may create a conflict of interest.