

## FY 21 Code of Conduct Field Refresher Training

### Topic 4 – Report Breaches Confidentially

#### *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 an obligation to report breaches and potential breaches of the Code of Conduct
- No retaliation will be permitted against those who report breaches of the Code or who raise ethical concerns

#### **You are encouraged to come forward with information relating to Company conduct that is:**

- Dishonest, fraudulent or corrupt
- Illegal
- Unethical
- Improper or inappropriate
- Unsafe or endangers the health and safety of others, or
- Victimization, harassment, bullying or unlawful discrimination

#### **What you need to know about reporting breaches:**

- If you believe that a breach has occurred or might occur, speak to your manager or your People Leader
- Report ethical concerns and potential breaches any time using our Ethics Helpline [www.worleyethics.com](http://www.worleyethics.com)
- You can report anonymously
- Please note that you will not face any consequences/retaliation if you report as long as your report is genuine
- When we consider that a breach of the Code has occurred, Worley will act quickly and fairly

## Group discussion

**Scenario 1:** Sarah suspects a colleague might have done something that could be a breach of the Code of Conduct but she is not 100% sure.

***Should she report her concern anyway?  
What happens if it is found not to be true?***

### Notes for Presenter:

As long as her concerns are genuine, she will not get into trouble. We encourage our people to question unethical behavior when they see it in the workplace. If you genuinely believe someone has breached the Code, you should raise your concerns. We won't take any action against you, even if your concerns prove to be unfounded. However, if you knowingly give false information or make false accusations, Worley will consider disciplinary action.

**Scenario 2:** Mark overheard Maria being short tempered and verbally abused a junior colleague. He reported the incident to HR and Maria found out about it. Ever since then, Maria started to ignore him in meetings and at work social events.

***What can Mark do about it?***

### Notes for Presenter:

This is retaliation. What appropriate actions can Mark take?

- Talk to Maria and inform her that she is acting inappropriately.
- If these actions continue, report Maria for retaliation

