



Advanced Access Platforms – Code of Conduct

Purpose

At **Advanced Access Platforms**, we are committed to delivering safe, professional, and reliable powered access services. This Code of Conduct sets the standards expected from all employees, operators, subcontractors, and representatives of the business while working on behalf of the company.

Our reputation depends on safety, professionalism, integrity, and respect in every aspect of our work.

1. Safety First

Safety is the highest priority at all times.

All personnel must:

- Follow all site rules, health and safety legislation, and company procedures.
- Operate powered access equipment only if properly trained, competent, and authorised.
- Carry out pre-use inspections before operating any equipment.
- Report defects, hazards, incidents, and near misses immediately.
- Wear appropriate PPE at all times.
- Never work under the influence of drugs or alcohol.
- Stop work immediately if conditions become unsafe.

Failure to follow safety procedures may result in disciplinary action or removal from site.



2. Professional Conduct

Employees and representatives of Advanced Access Platforms are expected to:

- Behave professionally and respectfully at all times.
 - Treat clients, colleagues, contractors, and members of the public with courtesy.
 - Maintain a positive attitude and strong work ethic.
 - Arrive on time and fit for work.
 - Follow lawful instructions from supervisors and site management.
 - Avoid aggressive, threatening, discriminatory, or abusive behaviour.
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3. Compliance & Competence

All operators and staff must:

- Hold valid qualifications, licences, and certifications relevant to their role.
- Participate in ongoing training and refresher courses where required.
- Work within the limits of their competence.
- Follow manufacturer guidance for all machinery and equipment.

No individual should undertake tasks they are not trained or authorised to perform.

4. Equipment Responsibility

All personnel are responsible for ensuring equipment is used correctly and responsibly.

This includes:

- Using machinery only for its intended purpose.
 - Completing daily checks and reporting faults immediately.
 - Keeping equipment clean and secure.
 - Never modifying equipment without authorisation.
 - Protecting company assets from damage, theft, or misuse.
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5. Respect in the Workplace

Advanced Access Platforms promotes a workplace free from:

- Bullying
- Harassment
- Discrimination
- Intimidation
- Victimisation

Everyone must be treated fairly regardless of age, race, religion, gender, disability, sexual orientation, or background.

6. Drug & Alcohol Policy

The use, possession, or distribution of illegal drugs or alcohol during working hours or on company/client sites is strictly prohibited.

Employees must:

- Report to work fit and capable of performing duties safely.
- Inform management if prescribed medication may affect performance or safety.

Random testing may be carried out where permitted by law or client policy.

7. Communication & Reporting

Clear communication is essential for safe operations.

Employees must:

- Report accidents, unsafe conditions, and concerns immediately.
 - Cooperate fully with investigations.
 - Communicate professionally with clients and team members.
 - Escalate issues that could impact safety, quality, or operations.
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8. Environmental Responsibility

We are committed to minimising environmental impact.

Employees should:

- Prevent spills, leaks, and unnecessary waste.

- Dispose of waste responsibly.
 - Reduce fuel use and unnecessary idling where possible.
 - Follow environmental controls required on site.
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9. Confidentiality & Company Reputation

Employees must protect confidential business and client information.

This includes:

- Not sharing sensitive information without permission.
 - Using social media responsibly.
 - Avoiding behaviour that could damage the reputation of Advanced Access Platforms.
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10. Disciplinary Action

Breaches of this Code of Conduct may result in:

- Verbal or written warnings
- Suspension from duties
- Removal from site
- Termination of employment or contract
- Reporting to relevant authorities where necessary

Serious safety breaches may be treated as gross misconduct.



Matt Woolman

Commercial/HSEQ Manager – Executive Board Member

