



# TSSA Code of Ethics and Business Conduct

Our Code of Ethics & Business Conduct is intended to promote lawful and ethical behaviour by all of Total Scan and Survey Australia's employees. Its purpose is to ensure that the company and those acting on its behalf conduct business according to our core values and all applicable company policies and legal requirements.

At Total Scan and Survey Australia we all have a responsibility to comply with the spirit and the letter of the laws, regulations, and company policies that apply to our work. Our employees are expected to demonstrate the behaviours of respect, honesty, integrity and trust at all times.

Our Code of Ethics & Business Conduct sets the standards for the way we work at Total Scan and Survey Australia. As members of Engineers Australia, we commit to practice in accordance with their Code of Ethics and accept that we will be held accountable for our conduct under Engineers Australia's disciplinary regulations.

The standards Total Scan and Survey Australia will adopt and adhere to, therefore in the conduct of our business will be to:

1. Demonstrate Integrity
  - Act on the basis of a well-informed conscience
  - Be honest and trustworthy
  - Respect the dignity of all persons
  
2. Practice Competently
  - Maintain and develop knowledge and skills
  - Represent areas of competence objectively
  - Act on the basis of adequate knowledge

3. Exercise Leadership
  - Uphold the reputation and trustworthiness of the practice of engineering
  - Support and encourage diversity
  - Communicate honestly and effectively, taking into account the reliance of others on engineering expertise
  
4. Promote Sustainability
  - Engage responsibly with the community and other stakeholders
  - Practice engineering to foster the health, safety and wellbeing of the community and the environment
  - Balance the needs of the present with the needs of future generations

This Code applies to anyone who is employed by or works at Total Scan and Survey Australia including employees (both permanent and temporary), contractors and consultants.