

PRIVACY CODE OF CONDUCT POLICY

Callen Constructions respects and upholds employees' rights to protection of privacy under the commonwealth privacy act 1988 as amended and is required to comply with the national privacy principles in respect of the collection, use, disclosure and handling of personal information.

Callen Constructions may obtain personal information from employees when they are a direct employee, subcontractor or a user of the services offered by or for Callen Constructions.

Personal information is collected for the purpose of:

- Compliance with OH&S statutory requirements.
- Assisting with the evaluation of training requirements.
- Considering applicants for employment.
- Promoting or marketing our company's products and services.
- Reporting, developing and improving the company's operations services and operations.

Personal information is never shared, sold, rented or otherwise disclosed to any third party outside the company, unless consent to do so is obtained.

Code of conduct

- Staff are responsible for ensuring other employees' privacy is protected when accessing any files or incident information.
- Media statements - requests for information about Callen Constructions are to be referred to the Directors.
- Conflict of interest - all staff are required to conduct business in the best interest of the company and avoid situations where personal interests could conflict with the interests of Callen Constructions.
- Confidential information - staff members must not disclose or use any confidential information about Callen Constructions, its customers, employees or its affairs that may be acquired during their employment, unless that information is already in the public domain.

This policy will be reviewed every two years, or where required, to reflect change in relevant legislation.