



Code of Conduct Policy

Our Values

Our values guide our behaviour and decision-making and are clear statements about what we expect of ourselves and each other. We will all act in alignment with our values.

- **One Team** – We are one team. We work together in the best interests of JSK Holdings and the community.
- **Think Safe, Act Safe** – We put safety first in everything we do. We are responsible for ourselves and others.
- **Customer Focused** – We value our customers. We understand their needs and deliver great service.
- **Value Every Dollar** – We add value to our customers. We manage every hour we work, every dollar we spend.
- **Future Thinking** – We find clever and innovative ways to do things. We plan and deliver for the future.
- **Take Personal Ownership** – We hold ourselves and each other to account. We each take responsibility for our own decisions and actions.



Act with integrity and high levels of professionalism at all times.



Be scrupulous in the proper use of JSK information, funds, equipment, and facilities.



Exercise fairness, equity, proper courtesy, consideration, and sensitivity when dealing with clients, employees, and stakeholders.



Always promote the interests of the JSK and act as an ambassador at all times.



Always perform duties with skill, honesty, objectivity, care, and diligence.



Use authority in a fair and equitable manner.



Abide by Policies and Procedures, instructions, applicable laws, and lawful directions that relate to your employment and duties.



Strive to provide a work environment where employee safety and well-being are paramount.



Establish and maintain open communication whilst respecting confidentiality where appropriate, and especially when requested or required by law.

Daljeet Singh
Director