



Ethical Standards Policy

Atma Environmental Pty Ltd believes business should be conducted honestly, fairly and with integrity. It is expected and required that all employees of Atma Environmental apply the following standards in their dealings with other people and organisations. Employees must:

- Behave in a manner consistent with all of Atma Environmental's policies and procedures.
- In their acts and in any dealings, communications and reports, be both respectful and honest to others;
- Not release or share confidential information, data or intellectual/physical property without expressed permission;
- Respect the privacy of your colleagues, and do your part in keeping Atma Environmental free from harassment, bullying, violence, bias, intimidation, threatening behaviour and unlawful discrimination; and
- Always act in the best interest of the company, and if aware of violations of any of our policies or procedures, report the situation to the Director or Manager, or follow compliance procedures of reporting.

Atma Environmental confirms that it is committed to upholding standards of Ethical Practice, including adherence to the following provisions. Atma Environmental shall:

- Ensure all employees are notified of Atma Environmental's ethical standards;
- Address inaction or omissions by senior staff who allow activities that are inconsistent with these policies to go unresolved;
- Address or terminate the services by an individual or company when warranted by the seriousness of the breach of conduct;
- Contract to carry out services only for which it has appropriate levels of competency and experience;
- Include in a report no statement that it knows to be untrue;
- Not knowingly omit from any finalised report any information that would materially alter the conclusions that could be drawn from the report;
- Not endorse information supplied by its client or any other individual or organisation without taking reasonable steps to determine the validity of the information, or where this is not possible, note that such independent verification has not been possible;
- Accept no retaliation against an employee or contractor who has reported an alleged unethical activity;
- Inform the client in writing should an issue resulting in a significant risk of harm be identified that has not already been reported to the client; and
- Act with honesty and impartiality in professional practice, in a manner consistent with its commitment to the protection and improvement of the environment.

Dated: 28 August 2012