



CODE OF CONDUCT

A word from our Managing Director

Goodline is a young, responsive and dynamic business that prides itself in the best quality workmanship and service for its customers.

The workmanship and service that we are so proud of is backed by our absolute commitment to doing things a specific way – 'the Goodline Way'.

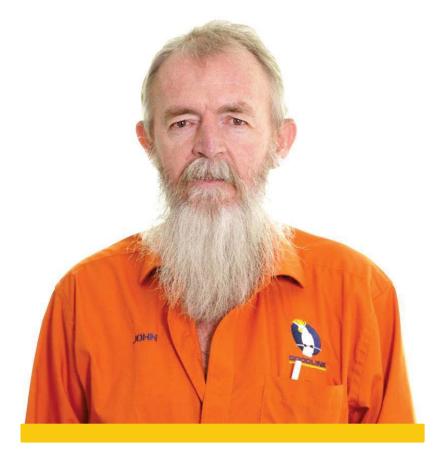
Goodline's way of doing things is contained in our culture and documented in our Code of Conduct. It covers the way we put safety first, work with people and look after our assets.

It is a requirement that every one of our staff and contractors are totally aware of, and abide by this code. I encourage you to ask questions if you are unsure, seek guidance if you need to, and report breaches if you become aware of them.

Join me in my personal commitment to our organisation and doing things the Goodline way.

Regards,

John Kennedy Managing Director





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|| GOODLINE FOSTERS A UNIQUE **CULTURE THAT HAS DRIVEN OUR** STRONG REPUTATION OF SAFETY, RESPONSIVENESS, GROWTH AND DEVELOPMENT.

SUPPORTED BY OUR VALUES, OUR CULTURE AND CONDUCT IS REFERRED TO AS: DOING THINGS THE GOODLINE WAY.

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Goodline's way – introduction and application

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The Goodline way

This is how we operate

ff The Code is applicable to all Goodline employees, officers, directors and contractors, ""

Goodline is a young, dynamic business that thrives on any challenge and driving aggressive growth.

Goodline empowers the highest level of ethics and integrity while thriving on positive, willing and energetic attitudes. This is the "Goodline way".

This Code of Conduct (the Code) is how all Goodliners approach every day.

The Code provides clarity and guidance to how things are done the "Goodline way" and promotes consistency across all projects, sites, offices and operations.

We believe that doing things the "Goodline way" will maintain loyalty and trust between our workforce internally and with all Goodline's external stakeholders – forging solid relationships and performance.

The values in our business charter form the foundations of this code of conduct.

Every one of our staff, managers, officers, directors and contractors are required to embrace this code and the values that underpin it.

11 The Goodline way is upheld by individuals and delivered as an organisation. ***





Our Charter

At Goodline - "We make it happen"

Goodline is a locally owned and based contractor providing construction and maintenance services to support the mining industry.

OUR VISION IS TO:

- Create an incident free workplace combined with best practice processes, methods and systems to become the contractor of choice in the markets in which we operate
- o Provide a workplace with a culture and attitude that can take on any challenge
- Foster a network of relationships between Goodline's most important people (our clients and employees) to drive growth, innovation and market leading service delivery

OUR VALUES, drive the way we work to achieve our vision. These values are represented by the acronym: HI-FOCUS, which supports how important our values are to us.

- Honesty
- Integrity
- Fairness, equality and respect
- Ownership and accountability
- Clarity, efficiency and simplicity
- Unity, collaboration and teamwork
- Safe

We constantly measure our success by:

- o Providing market leading solutions to our clients
- Our staff returning home to their families safely each day
- Our impact on surrounding communities and environment is positive
- o Our people are challenged, innovative and have a "can-do" attitude
- Our growth is ahead of market trends

John Kennedy

Managing Director

goodiine.com.a

Goodline Values

Honesty

We are honest in everything we do. No matter how difficult it may be at times – we are always honest.

Integrity

All our dealings with colleagues, clients, suppliers and other parties are always founded on the highest level of integrity.

Fairness, equality and respect

We deal with all people in a fair, equal and respectful manner. We do not tolerate harassment, ill respect and discrimination of any sort.

Ownership and accountability

We all take ownership and accept accountability for our actions.

Clarity, efficiency and simplicity

We keep it simple, do it efficiently and provide clarity and transparency to everyone involved.

Unity, collaboration and teamwork

We forge relationships with all internal and external stakeholders to create teams that win.

Safe

Doing things safely, never take shortcuts and aim for zero impact on communities and the environment. Goodline's values form the foundation of our charter and in turn our code of conduct. These values are a HI-FOCUS for us and drive our conduct and behaviour every day. ""



Ownership & accountability

Clarity, efficiency & simplicity

Unity, collaboration & teamwork





Our Ethics Hotline

1800 121 889

Anonymous | Toll-free | Secure

Goodline Contacts:

If you are in a position that you need to escalate an issue or breach, without using the anonymous hotline, or to ask a question about the code the general rule is to:

- Discuss with the person concerned or your in-line supervisor
- Escalate the issue to another member of the management team
- Make sure that you always ask the question or report the

I noticed a staff member and contractor

What should I do?



Your first point of call should be the person concerned – if this is not possible or successful then you should discuss the breach with your in-line manager. If you are not comfortable with approaching your in-line manager, you should discuss the matter with another manager, the Human Resources Manager or the Safety Manager.

OR

You can call our dedicated and totally anonymous ethics hotline on 1800 121 889 to report the matter

Guidance & Contacts

What happens if someone breaches this code of conduct? "

Breaches of this code are viewed as a serious matter. These matters must be addressed by management and could result in disciplinary action, possibly termination of employment with Goodline.

I was not directly concerned or affected by a breach of the code. Should I report it? "

It is your responsibility and obligation to report any breach of this code - whether it affects you or not.

Who does this code apply to? "

This code of conduct applies to any Goodline staff member, manager, director and even contractor.

Why do we need a code of conduct? ""

We have created and published this code to make clear and set forth Goodline's expectation of how all staff and contractors go about doing things the Goodline way.

Making this code accessible to all staff at all times helps us to make sure that our workforce is always up to date with how we expect things to be done.

Management's obligation

Management must make fair, transparent and consistent decisions in response to an allegation of a breach of the code and the action to be taken in response to a breach. Some possible consequences include:

- Informal or formal counselling
- Performance management processes
- Disciplinary processes
- Referral to the police (in the case of suspected criminal activity)

doing something that could be against the code of conduct.





// THE PROVISION OF A SAFE **WORKING ENVIRONMENT IS OUR** HIGHEST PRIORITY - THIS IS **CRUCIAL TO OUR SURVIVAL AS** AN ORGANISATION. //



Health, Safety & **Environment**

At Goodline, safety is our highest priority. Our goal is an incident free workplace that our staff can enjoy. ""



Health and Safety Policy



Environmental Policy



Goodline Managers and HSE team provide absolute support to all staff that have questions, queries or concerns with compliance with our code of conduct

The provision of a safe working environment for our staff is crucial to our survival as an organisation.

All staff are expected to support and comply with all health, safety and environmental policies and procedures in order to maintain our HSE records that are ahead of industry averages.

It is paramount that staff always:

- Make use of the required personal protective equipment
- · Report problems, hazards and incidents
- Comply with any instructions given by safety management or in-line managers

Goodline's management team is responsible for the implementation and maintenance of all safety management systems as well as continually improving and evolving our HSE infrastructure.

Drug & Alcohol use

Our drug and alcohol policy has been developed on the foundation of providing a safe workplace. Operating any tool or machinery, making any business decision, whether transactional, operational or strategic - must be done free of impairment from any drug or alcohol.

- Any employee that has consumed alcohol, whether on Goodline's premises or not, will be stood down for
- Any employee that blows over '000 when signing in will also be stood down for the day.
- All prospective employees are required to undertake drug tests as part of a preemployment screening medical.
- Smoking is not permitted on Goodline sites unless there is a designated smoking area.

44 All Goodline's workplaces are drug and alcohol free - this is driven by routine daily and random daily tests. "



Alcohol and Other Drugs Policy



Goodline is committed to supporting staff with any personal assistance via our Employee Assistance Program

employee assistance program

Confidential counselling for you & your immediate family

24 hour support available for urgent issues









OUR PEOPLE ARE A KEY
ELEMENT IN THE SUCCESS OF
OUR BUSINESS AND PROVIDE
THE FOUNDATION FOR OUR
FUTURE.

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Working with people

Colleagues, clients and external parties

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Honesty & Integrity

Harassment

We are honest in everything we do and all our dealings with colleagues, clients, suppliers and other parties are always founded on the highest level of integrity. ""



If you believe that an individual or team at Goodline are in breach of their obligations under this code – you are required to immediately pursue the matter – firstly with person or your manager/supervisor.



Reported breaches of this code are dealt with the highest level of confidentiality.



Breaches can be reported to our secure, independent, toll-free ethics hotline on

1800 121 889.

Goodliners empower the highest level of honesty and integrity. These two attributes are crucial to complying with this code of conduct and doing things the Goodline way. Sections of this code that are founded on exceptional levels honesty and integrity are:

- Being safe
- Harassment
- Equal opportunity
- Privacy
- · Conflict of interest
- · Gifts and rewards
- Travel expenses
- Respect for law
- The use of company assets
- Fraud and corruption
- · Antitrust and competition
- International trade
- · Government interactions



It is an individual's conduct, actions, or behaviour that would cause a reasonable person to feel unwelcome, offended or humiliated. Harassment can be based on a range of criteria including but not limited to age, sex, race, sexual orientation, disability and can be delivered in various forms including but not limited to bullying, discrimination and even stalking.

What are the effects of harassment?

Harassment can be serious and can cause an individual to suffer depression, feel helpless, angry, scared or confused. It could also negatively affect the individual's relationships at home or in the workplace.

What are your obligations?

- Treat people with fairness, dignity and respect.
- Treat others as you would expect them to treat you.
- Be culturally aware things that are not offensive in some cultures may be offensive in others.
- Support your colleagues.
- Act and communicate if you or a colleague is subject to or comes across any form of harassment.

and respectful manner. We do not tolerate harassment, ill respect and discrimination of any sort. "



Bullying and Harassment Policy



In the first case, discuss the issue with the person concerned. If you don't feel comfortable doing so, promptly raise the matter with your direct manager/supervisor.





Equal Opportunity

Privacy

Goodline provides, encourages and enforces a policy of granting equal rights and providing equal opportunities to everyone.



Equal Employment Opportunity Policy
Indigenous Employment Policy

Goodline is committed to valuing diversity in the workforce by helping to prevent and eliminate discrimination on the basis of race, colour, sex, sexual preference, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin.

Indigenous employment

With respect to land, heritage and culture, Goodline actively work toward strengthening our relationships with the Traditional Owners in the many communities where we operate.

We are dedicated to continuously develop strategies to increase the quality and the quantity of sustainable employment opportunities for Aboriginal and Torres Strait Islander people within our workforce.

Wherever possible we aim to recruit local Indigenous personnel, while being mindful to support self-determination and capacity building in the community.

Personal information is information that could be used to identify you. There are various examples of personal information, such as your name or address. Personal information can also include medical records.

Goodline endeavours to ensure:

- that all records are protected against loss, unauthorised access, use, modification or disclosure, and against other misuse; and
- that if it is necessary for records to be provided to a third party, that the employee or contractor consent to the disclosure and that everything reasonably within Goodline's power be done to prevent unauthorised use of the disclosed information.

Goodline will only collect information in the way prescribed by law and will not use, nor disclose such information for any purpose other than the purpose for which it was collected.

Goodline does routinely monitor the use of its information and communication systems for maintenance and policy compliance – this is also done to the extent permitted by the laws of Australia.

Goodline is committed to treating the personal information stored in its management information systems in the manner prescribed by the relevant laws in Australia. "





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Conflict of Interest

Gifts & Rewards

Goodline employees should do nothing that could conflict with their obligations or duties with Goodline. These duties include work performance, diligence, making of business decisions and even commitment to their work.



Conflict of Interest Policy

What is a Conflict of Interest?

If Goodline entrusts an employee to carry out business decisions and the employee allows his/her personal interests to jeopardise his/her:

- judgement,
- independence, or
- ability to make the decision in the best possible interests of Goodline.

What are your obligations?

You must remove yourself from any decision making process if there is a conflict between your interests and Goodline's interests.

You are obliged to notify your supervisor in writing of any interest that you feel presents a conflict. Your supervisor will advise you with the appropriate course of action.

When accepting gifts, all Goodline employees and contractors must do so in accordance with Goodline's Gifts, Benefits and Hospitality Policy as well as the local laws.

These gifts should only be accepted if they are infrequent and of a negligent value.

The following constitute gifts:

- Any present received from a customer/client in appreciation for services provided
- Entertainment (including meals and beverages) provided by a supplier
- Any product or service received at a price that is less than generally charged or available to the public
- Travel and/or accommodation provided by a supplier (regardless of purpose)

All gifts must be reported and disclosed in Goodline's Gifts and Benefits Register.

only when they do not unduly influence the decisions that we make.



Gifts, Benefits and Hospitality Policy





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Reimbursable Business Expenses

Goodline's internal team of dedicated travel coordinators strive to provide staff with all business travel scheduled, communicated and booked on time. This reduces your requirement to rely on the expense reimbursement process.



Employee Reimbursement Policy

From time to time our staff are required to personally pay for a business related expense. In order to reimburse this cost to our staff, Goodline has implemented an Employee Reimbursement Policy. This policy prescribes how Goodline will reimburse staff for expenses incurred on Behalf of Goodline for:

- Flights and accommodation
- Overweight baggage on flights
- Meals
- Use of personal vehicles
- Training courses
- Personal Protective Equipment
- Uniforms

In order to control Goodline's spend on the above business expenses – it is very important to note that there are very specific rules that apply to each of the expenses listed above.

If an expense claim is not in line with policy

— it will be limited to the allowable amount
or potentially not be paid. Staff that are
unsure of the application of the policy
should enquire with their supervisor.

Respect for the Law

Goodline will comply fully with all relevant national and state laws and will act in accordance with local guidelines and regulations, including those which are industry specific and govern our operations.

It is the responsibility of all managers to ensure, by taking legal or other expert advice where appropriate, that they are aware of all local laws and regulations which may affect the part of the business in which they are engaged.

Even where the law does not apply, applicable standards of ethics and morality relate to our activities and require the same diligence and attention to good conduct and citizenship. Employees must avoid situations where appearance of impropriety exists, even though the circumstances might not otherwise specifically violate this code of conduct.

Goodline is dedicated to full compliance with all national, state and industry specific regulation. "





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Corruption & Fraud

Antitrust & Competition

16 A breach of anti-corruption laws can result in significant financial penalties and the imprisonment of the individuals involved. 37

Fraudulent activity is a criminal offence and can be subject to serious consequences.

Corruption

Goodline staff are prohibited from offering, guaranteeing or allowing anything of value (financial or otherwise) to influence any outcome, action or decision.

If anything is considered to be offered – it must be done so via seeking express permission from the Managing Director.

Breach of this policy will result in disciplinary action and could lead to dismissal.

Fraud

Fraud is the intentional deception made for personal gain or to damage another individual or business.

Fraud constitutes but is not limited to:

- Falsification of records
- Misappropriation of funds, stock, equipment, supplies, or any other assets
- Improper handling or reporting of money or financial transactions
- Profiteering as a result of insider knowledge of company activities
- Disclosing confidential and proprietary information to outside parties
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the Company

Any instances of fraud must be immediately reported.

Certain behaviours and practices that restrict a healthy and fair competitive environment are illegal. These practices include price fixing, rigging of bids and proposals as well as market sharing.

Goodline does not tolerate any form of collusion with its competitors – including any coordination of bidding or tendering activities, embargo of any customer or supplier and even coordinated supply in geographic areas or territories.

The implication of breaching competition laws is significant and can result in serious reputational damage to Goodline as well as financial penalties. The implication on the individuals involved could be imprisonment.

Any instances of these breaches must be immediately reported.

laws is subject to severe penalties – including significant fines."



Competition and fair trade benefits consumers, businesses, and the community.





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International Trade

Government Interactions

All Goodline's dealings with overseas parties must comply with international regulations and laws."

Goodline's trade arrangements with suppliers, customers and other parties in other countries are all subject to the laws of those respective countries. The transactions executed between Goodline and these international parties must strictly adhere to the applicable regulation – if not, the outcome could result in significant penalties and even the imprisonment of the involved individuals.

Individuals involved in cross-border transactions must ensure that appropriate due diligence is done to comply with any trade bans, sanctions or restrictions specific to certain countries.

Individuals are required to obtain adequate approval in line with Goodline's policies when transacting with international entities.

Whilst we regularly undertake work for, transact with, disclose and represent information to, and comply with all regulations imposed by Governments - Goodline's interactions with governments must always be open and honest – no matter what.

Our employees and representatives who interact with Governments are always compelled to respect the authority of governments and interact in line with this Code.

Working with any Government is no different to working with any other stakeholder – Doing it the GOODLINE WAY.





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OUR ASSETS INCLUDE ANY OF OUR PHYSICAL OR INTELLECTUAL PROPERTY. EVERY GOODLINER IS RESPONSIBLE FOR PROTECTING OUR ASSETS FROM DAMAGE, EXPLOITATION AND ANY OTHER FORM OF INTENTIONAL DAMAGE.

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Goodline assets

Physical and intellectual property

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Small Tools & Equipment

Taking care of our equipment reduces the safety risks associated with its daily use – contributing to our goal of having an incident free work place.



Motor Vehicles and Equipment Usage Policy

Goodline staff and contractors extensively utilise a comprehensive range of small tools and equipment. It is important to utilise the equipment in the right way so that it always remains safe to use, adequately looked after, maintained, protected and accounted for in the right way.

It is imperative that staff "check-out" and "check-in" the usage of small tools and equipment via the closest Goodline Store for recording in Goodline's asset management system.

All staff and management owe the duty of care to Goodline's business interests while utilising any small tools and equipment; not favouring personal gain, never knowingly damaging the assets of others and taking the appropriate precautions to prevent theft, damage or misuse.

Goodline has clearly set out policies and procedures for the use of various small tools and equipment, including but not limited to:

- Portable electrical equipment
- Welding and allied processes
- Personal protective clothing and equipment

Use of Information Technology

Goodline provides staff with access to its extensive technology infrastructure. All Goodliners are expected to:

- Empower the appropriate use of all IT equipment and data, as it is the property of Goodline
- Use all IT equipment and data for the sole and exclusive purpose of Goodline business
- Prohibit the inappropriate use of IT systems including but not limited to; pornographic, violent, sexist, hatred, abusive or offensive content or media

The appropriate use of our IT equipment, environment, infrastructure and networks is governed by a number of policies.

These policies drive the best commercial value for Goodline, the protection of the interests and privacy our information.

is the home of all our data. As one of our most important assets it is the obligation of all our staff to safeguard and appropriately use our data. ""



Acceptable Use Policy



Email Etiquette Policy



Social Media Policy



Password Management Policy



IT Assets Policy





Mobile Phones

Internet & Email

Goodline's mobile phones and tablets provide an infrastructure that drive productivity up and enable staff to be more connected to the business.

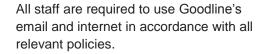


Mobile Phone Policy

Goodline provides the appropriate staff with a company mobile phone in order to assist with the efficient communication and delivery of operations. Some important things for staff who have been issued with mobile phones are:

- Excessive personal calls made on Goodline phones are not allowed.
 These calls will be charged back to employees each month as bills are received, analysed and processed.
- Diverting calls from your Goodline phone to your personal phone is not allowed. Diversions are expensive and these calls will also be charged back to employees when bills are processed.
- Removing a Goodline Sim Card from a
 Goodline phone and using it in a
 personal phone is not allowed.
 Goodline Sim Cards are configured to
 the phone that they are issued with
 and do not necessarily cater for data
 which is excessively used in smart
 phones. Excessive data calls made
 from Sims that are issued with nonsmart phones will be charged back to
 employees.
- Staff should only pass a Goodline allocated mobile device onto another person by consent/instruction from their supervisor with all corresponding paperwork attached.

For more detail regarding the appropriate use of mobile phones – please refer to the Mobile Phone Policy.



- Goodline's electronic communication infrastructure is for business purposes only and no personal use is permitted.
- Goodline may access, monitor and record all email, intranet or internet use at any time in line with legislative requirements.
- Inappropriate, offensive or unauthorised use of Goodline's communication infrastructure is strictly prohibited.
- Staff that use computers that are not provided by Goodline for business use, allow Goodline access to the relevant electronic information on those computers for purpose of ensuring this policy is adhered to.
- Staff that use personal computer equipment for work purposes do so under the provision that all relevant data remains the property of Goodline and must be returned backed up to Goodline's network regularly.

Goodline's information systems are the property of Goodline and should always be used in a responsible manner.



Email Etiquette Use Policy



Acceptable Use Policy





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Company Vehicles

Accommodation

Use of company motor vehicles is tightly controlled and monitored to ensure that all safety, efficiency and maintenance requirements are upheld and achieved. ""



Motor Vehicle and Equipment Usage Policy

Goodline's fleet is intended for exclusive business use and is subject to the following basic rules:

- Ensure that all the vehicles' recorded equipment is with the vehicle and in good order.
- Returning motor vehicles, promptly with keys to the nearest Goodline Store so the asset management system can be updated.
- Returning motor vehicles in a clean and well maintained condition.
 Cleaning and repair costs are recovered from employees.
- Ensure only the correct fuel card allocated to the vehicle is used for refuelling.
- Perform and document the daily prestart inspection in the checklist provided.
- Immediately report any damage to the motor vehicle.
- Ensure that the motor vehicle is secured and in a safe location.
- Compliance with all relevant road and site regulations.
- Not to exceed a maximum speed of 110kmph.
- Not to drive a motor vehicle without being licenced to do so.
- Not to drive a motor vehicle with an expired, suspended or restricted licence and to immediately inform the supervisor.
- Use Goodline motor vehicles for business purposes only, unless authorised by a Goodline Manager.
- Scan onto the vehicle prior to driving with the relevant issued identification reader.
- Never to interfere with a fitted in vehicle monitoring device

Goodline's rules for accommodation provided to Goodline employees and subcontractors apply to all forms of accommodation including; home share, single persons quarters (SPQ), any camp accommodation and any other accommodation.

Behaviour which will not be tolerated:

- Fighting, abusive or physical threatening behaviour
- Offensive material or illegal activities
- Offensive language
- Loitering
- Consumption of alcohol outside rooms after 8.00pm
- Excessive noise at any time
- Guests are not to be brought back to your room unless they are Camp or SPQ residents

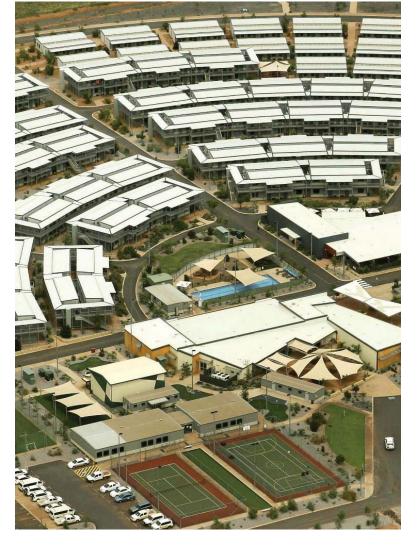
66 Goodline seeks the support of all staff and contractors in upholding our Goodline standard and reputation throughout the communities in which we operate."



Employee Accommodation Policy



Failure to comply with the rules will result in the immediate termination the entitlement to accommodation.





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Fuel Cards

Accuracy of Records

Fuel cards are assigned and traceable to individuals who are responsible for them. "



Fuel Card Policy

Staff and contractors issued with fuel cards or using a vehicle that has an assigned fuel card are required to diligently apply all measures to prevent the misuse and uphold the appropriate use of fuel cards.

- Spouses, partners or friends are not authorised to use the card.
- Use the correct allocated GL card against that item of plant or vehicle being refuelled.
- Cards are not to be exchanged with other cards under any circumstances.
- Enter the 4 digit PIN number
- Supply the current plant or vehicle odometer or hour meter reading to the attendant.
- Key in your employee identification number and not disclose the number to any other person
- Do not remove the fuel card from the motor vehicle/plant key ring
- Immediately report lost or missing fuel cards
- Never write the PIN number or disclose it to persons outside of Goodline

The "dos and don'ts' of record keeping and the accuracy of the information:

Be conscious of the following:

- ☑ Do not ever transact or contract on behalf of Goodline outside of your delegated authority limits
- Do not ever tamper or falsify records or documents
- Do not ever misrepresent, influence or encourage someone to impede on any factor that could influence the accuracy of Goodline's records
- Do not ever destroy any records, source documents or information that belongs to Goodline.

Embrace the following

- Always be honest and transparent when completing your timesheets
- ☑ Always be honest when completing expense claims
- Always lead by example by displaying integrity in decision making

reflect the results of our events and transactions. Falsifying, tampering, editing, destroying or creating inaccurate or misleading information is not tolerated by Goodline.









HEADOFFICE

Level 2, 2 Innovation Parkway Kawana Waters QLD 4575

T (07) 5413 4500 F (07) 5438 8972

WEIPA

30 Iraci Avenue Weipa QLD 4874

T (07) 4090 6500 F (07) 4069 7686

PORT HEDLAND

6 Murrena Street Wedgefield WA 6721 T (08) 9160 2600

F (08) 9160 2600 F (08) 9172 5944

DARWIN

35 Lilwall Road East Arm NT 0822 T (08) 8944 5000

F (08) 8947 4636