



## NJM & Co Staff Code of Conduct

NJM & Co employees are required, under the Code of Conduct, to behave at all times in a way which upholds NJM & Co values:

- Be honest, impartial with integrity in the course of NJM & Co employment.
- Act with care, competence and diligence in the course of NJM & Co employment.
- Endeavour to meet client requirements within reasonable scope.
- Treat all people with respect, courtesy and without harassment.
- Attempt to understand others perceptions, thoughts and opinions.
- Comply with all Australian law, applicable legislation and Acts (main items listed below).
- Comply with any lawful and reasonable direction given by an authorised person.
- Maintain client confidentiality, dealings and privacy information.
- Disclose and take reasonable steps to avoid conflict of interest (real or apparent) in connection with NJM & Co and/or clientele.
- At all times behave in a way that upholds NJM & Co values and excellent reputation.
- Accept responsibility for one's work and behaviour, skills and knowledge.
- Do not knowingly be involved in any dishonest or fraudulent practice.
- Protect and promote occupational health and safety standards.

## Financial Services Acts, Legislation and Laws

In conjunction with the above code of conduct, NJM & Co adhere to the following industry, state and federal documents:

- [Corporations Act 2001](#)
- [Trade Practices Act 1974](#)
- [Relevant ATO Publications](#)
- [Financial Services Reform Act 2001](#)
- [Ombudsman Act 1976](#) and [Ombudsman Direct](#)
- [Privacy Act 1988](#)
- [Workplace Relations Act 1996](#)
- [Equal Opportunity For Women in the Workplace Act 1999](#)
- [Human Rights and Equal Opportunity Commission](#)
- [Occupational Healthy and Safety Act 1991](#) - [Victoria OHS Act](#) - [Victorian Laws and Regulations](#)