

CODE OF CONDUCT

Feb 2025

Transforming
Visions into
Reality



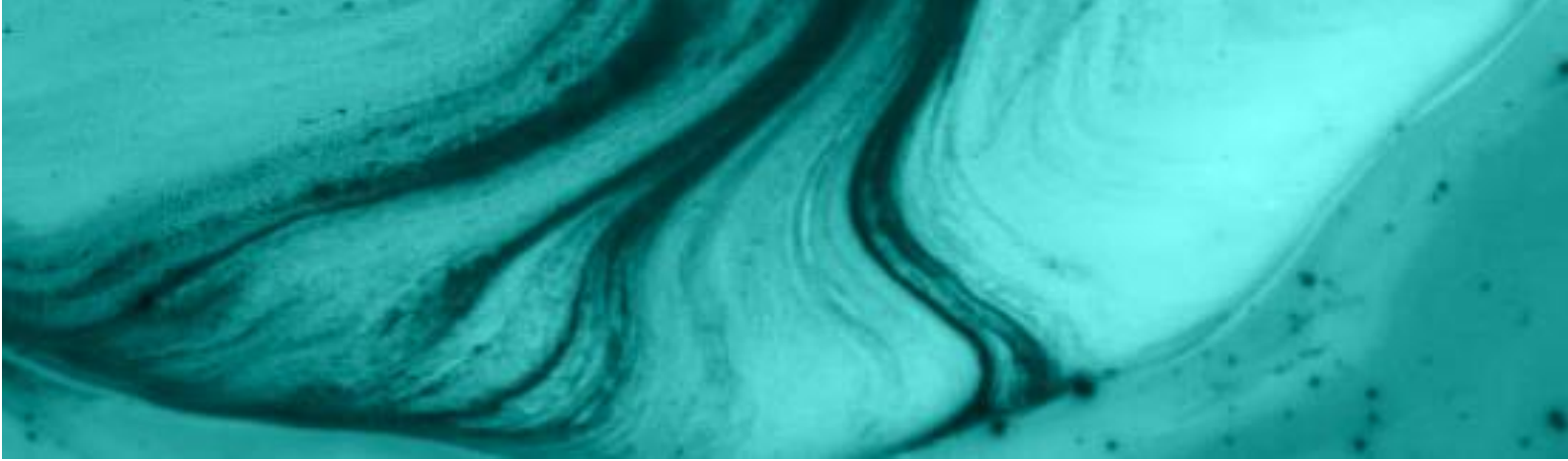
buildix
Consultants

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Our Message





1 Our Message

At Buildix Consultants, we believe in building with integrity, responsibility, and a deep commitment to ethical practice. This Code of Conduct reflects our core values and serves as a practical guide for conducting ourselves in a manner that earns trust, respects people, and delivers excellence in all aspects of our work. It applies to every member of our team, from directors and employees to subcontractors and suppliers. By following this Code, we ensure that Buildix continues to be a respected leader in engineering and project delivery.

At the heart of Buildix is a culture that celebrates collaboration, creativity, and accountability. We are more than engineers — we are trusted advisors, problem-solvers, and visionaries committed to shaping the future of our built environment. Our company ethos, *'Transforming Vision into Reality,'* is not just a slogan — it's a standard that informs our decisions, actions, and client relationships every day.

We are passionate about delivering innovative, sustainable, and human-centric design solutions. Each project we undertake is an opportunity to raise the bar, to think beyond convention, and to demonstrate leadership not just in engineering, but in ethical business practices. We hold ourselves to the highest standards of integrity, safety, and social responsibility because we understand the trust our clients, partners, and communities place in us.

This Code reinforces our unwavering dedication to fairness, inclusion, and professional excellence. It is both a commitment and a compass, guiding how we engage with one another, with our clients, and with the world at large. As we grow and evolve, this document serves as a foundation to maintain our unique culture and uphold the reputation we've built together — one defined by quality, accountability, and purpose-driven design.



Abdullah Habash, Director



Our Core Values



2 Our Core Values

Our values are not just statements — they are principles we live by:



- **Integrity** – We act with honesty, fairness, and transparency, even when no one is watching.
- **Innovation** – We encourage fresh thinking, challenge conventional norms, and embrace new technologies.
- **Sustainability** – We consider long-term environmental and social impacts in every design and decision.
- **Collaboration** – We foster open communication, knowledge-sharing, and collective success.
- **Respect** – We treat colleagues, clients, and communities with dignity and compassion.
- **Excellence** – We strive for quality in everything we do and aim to exceed expectations.

3 Scope of Application

This Code of Conduct applies to all personnel engaged with Buildix Consultants, including full-time, part-time, and casual staff, contractors, subcontractors, interns, directors, and third-party partners. It also applies during all work-related activities, whether onsite, offsite, or online. Employees are also expected to uphold the principles of this Code in their personal conduct, particularly when it may reflect on Buildix's reputation.



4 Professional and Ethical Conduct

At Buildix Consultants, our reputation is founded on the consistent demonstration of professionalism, integrity, and ethical decision-making. All team members are expected to uphold the highest standards of personal and professional behaviour in every interaction. This includes:

Being punctual, dependable, and fully prepared for all work-related responsibilities and engagements.

Acting transparently and in the best interest of our clients, partners, the public, and the broader community

Using sound judgment, maintaining accountability, and acknowledging the implications of our professional actions.

Demonstrating respect, fairness, and courtesy in all communications—whether in person, online, or in writing.

Committing to lifelong learning and staying informed on evolving engineering codes, technologies, and best practices.

Avoiding behaviour or language that may bring disrepute to Buildix or the engineering profession.

5 Health, Safety and Wellbeing

The health, safety, and wellbeing of our team and those we work with is our top priority. We are committed to providing a safe, inclusive, and supportive work environment and expect all individuals to:

Comply with all relevant workplace health and safety legislation, standards, and company-specific protocols

Take personal responsibility for their own safety and for the wellbeing of others, including reporting hazards, incidents, or near-misses promptly

Refrain from attending work while impaired by drugs, alcohol, or fatigue

Support the mental health of colleagues and contribute to a culture where psychological safety is valued as highly as physical safety.

Participate in regular safety training and remain alert to risks in office and site environments



6 Inclusion, Diversity and Equal Opportunity

Buildix thrives on the diverse experiences, perspectives, and strengths of its people. We believe inclusivity fosters innovation and better outcomes. Therefore, we are committed to:

Promoting equal opportunity in recruitment, promotion, and project involvement based solely on merit and capability

Fostering a workplace that values diversity across age, gender identity, cultural background, religion, disability, sexual orientation, and neurodiversity.

Creating space for respectful dialogue and diverse perspectives in our project work.

Actively addressing and reporting discrimination, harassment, bullying, or any other form of disrespectful behaviour.

7 Confidentiality and Data Protection

Clients, partners, and stakeholders place their trust in Buildix to manage confidential and proprietary information with integrity. To uphold this trust, all team members must:

- Never disclose sensitive or confidential information to unauthorised persons or parties.
- Use appropriate systems and encryption tools to store and transmit sensitive data securely.
- Exercise caution when handling client matters in public or informal settings (e.g., cafés, flights, or shared workspaces).
- Adhere strictly to cybersecurity protocols and report any suspected data breaches or lapses immediately.
- Respect all intellectual property rights, including software, methodologies, designs, and documentation created or used in the course of our work.

8 Technology and Social Media Use

Technology enables us to collaborate, create, and communicate—but it must be used responsibly. All team members must:

- Use company technology for legitimate business purposes and avoid excessive or inappropriate personal use.
- Represent Buildix accurately and respectfully on social media, refraining from posting sensitive company information or unauthorised commentary.
- Report suspected cybersecurity incidents, phishing attempts, or system breaches immediately.
- Use passwords, multifactor authentication, and secure platforms to protect data.

9 Conflicts of Interest

Avoiding both actual and perceived conflicts of interest is essential to our integrity and professional independence. Team members must:

- Disclose any situation where personal, financial, or professional interests may interfere—or appear to interfere—with their duties at Buildix.
- Avoid participating in decisions involving entities or individuals with whom they have close personal or financial ties.
- Not accept gifts, favours, or other benefits that could influence—or appear to influence—their judgment or actions.
- Seek guidance and report conflicts to a director or manager before engaging in external employment, side businesses, or related activities

10 Gifts, Hospitality and Inducements

Gifts and hospitality must never be used—or perceived—as a means to influence professional decisions or secure business advantage. To maintain transparency and fairness:

- Team members must not offer or accept gifts, entertainment, or benefits that are excessive, inappropriate, or timed around procurement decisions.
- All gifts, even modest ones, should be disclosed to a manager.
- Cash, vouchers, or equivalents must not be accepted under any circumstances.
- Any gifts offered must be in line with local norms and Buildix's values of fairness and professional integrity.

11 Bribery and Corruption

Buildix has zero tolerance for bribery, corruption, facilitation payments, or any conduct that compromises ethical business practice. This includes:

- Offering, requesting, or accepting payments, favours, or benefits to influence outcomes—whether involving clients, suppliers, or officials.
- Concealing arrangements that may result in improper or hidden financial advantage.
- Using third parties to carry out actions that Buildix itself would not ethically undertake.
- Complying with all anti-bribery legislation in Australia and internationally.

12 Fair Competition and Procurement

We compete fairly, transparently, and in good faith. Buildix opposes anti-competitive practices and upholds the integrity of the tendering process. Our obligations include:

- Not colluding with competitors or engaging in price fixing, bid rigging, or market manipulation.
- Submitting tenders and expressions of interest truthfully, without misrepresenting our experience or capability.
- Refraining from seeking or sharing confidential tender information.



- Making supplier recommendations based on merit, quality, and alignment with Buildix values—never due to personal gain or pressure.

13 Modern Slavery and Ethical Supply Chains

We are committed to identifying and eliminating modern slavery risks in our business and supply chains. This includes:

Conducting supplier due diligence in line with the Australian Modern Slavery Act.

Ensuring our partners and subcontractors adhere to fair labour practices, decent wages, and safe working conditions.

Rejecting suppliers who engage in forced labour, human trafficking, child labour, or exploitative practices.

Promoting ethical sourcing and advocating for human rights across the lifecycle of our projects and purchases.

14 Environmental Sustainability

As engineers, we play a critical role in shaping a sustainable future. Buildix is committed to embedding sustainability into our design decisions, operations, and client advisory. This means:

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Prioritising low-carbon, low-impact materials and recommending sustainable construction techniques.

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Supporting circular economy principles and minimising energy use, waste, and resource consumption.

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Engaging clients and project partners in meaningful discussions about life cycle impacts and long-term resilience.

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Actively pursuing innovation in adaptive, sustainable, and climate-conscious design.

Our Commitment



15 Reporting Misconduct

A strong ethical culture relies on openness and accountability. Team members are encouraged to raise concerns or suspected breaches of this Code without fear of retaliation.

Concerns can be raised with a direct manager, director, or via a designated confidential reporting channel

Reports will be handled discreetly, fairly, and in accordance with company policies.

Buildix prohibits retaliation against any individual who raises concerns in good faith—even if no wrongdoing is ultimately found.

We expect all staff to cooperate fully in investigations and support a culture of transparency and trust.

16 Consequences of Breaches

Violations of this Code may lead to disciplinary measures, including termination of employment or contracts. In severe cases, legal or regulatory reporting may occur.

17 Commitment to Ethical Practice

At Buildix Consultants, we take pride in doing things the right way. Our reputation is built on the trust of our clients, communities, and colleagues. Let's protect and strengthen that trust by upholding this Code of Conduct in everything we do.

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