

Respectful workplace and code-of-conduct summary

Treat colleagues, host staff, contractors and members of the public with respect. Orchard Tech's handbook does not accept aggressive, threatening, abusive or intimidating behaviour, discrimination, bullying, sexual harassment or victimisation.

- Follow lawful and reasonable work instructions and the safety instructions for your task.
- Take care of equipment and report damage or faults promptly.
- Do not carry out an unlawful or unsafe instruction. Stop and contact Orchard Tech.
- Respect other people's privacy.

If something happens

Tell your supervisor or contact Orchard Tech directly. You can report something you experience or witness, and you do not need to identify a legal category before asking for help. If the concern involves the person you would normally report to, use another company support route listed in the handbook or contact an external body.

The handbook protects workers and witnesses from being treated badly for raising a concern. You may contact a regulator, union or lawyer without asking Orchard Tech's permission. Read the handbook's full explanation and complaint routes.

English quick reference prepared 10 October 2026. Read the current source documents and follow the instructions explained for your placement.

Source documents

- Employee Handbook sections 7-9
- Health & Safety Manual chapter 25