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NECA GROUP TRAINING

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CODE OF ETHICS POLICY

Values are underlying attitudes that influence decisions and actions within NECA Group Training's organisation. These values are developed over a period of time as a consensus of those involved in NECA Group Training's development.

NECA Group Training has determined a set of values that will maximise its performance. All management and employees need to understand and accept these values.

In everything NECA Group Training does, we will always:

- assess our local community's needs and respond to them;
- improve the quality of our services;
- be an open, welcoming, sharing and accessible service;
- act with honesty and integrity;
- be fair and equitable;
- encourage teamwork and cooperation;
- promote community based decision making and planning; and
- ask ourselves, "What is best for our local community?"

The challenge for NECA Group Training is to turn these values into reality. This can only be achieved by the conscious efforts of staff, board members and apprentices.

These values are described below:

NECA Group Training's customers

NECA Group Training shall always seek to uphold and enhance the standing of Group Training and will always act professionally and selflessly by:

- Being committed, responsive and flexible to meeting customer expectations and requirements.
- Maintaining the highest possible standard of integrity in all business relationships with its customers.
- Rejecting any business practice which might reasonably be deemed improper and never using their authority for personal gain;
- Achieving business sustainability by continuing to improve planning, management systems and productivity

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NECA Group Training's Employees

- To provide apprentices with the best possible employment opportunities for their future, through exposure and training in a variety of facets within the industry.
- To employ committed, responsive and team orientated employees to reflect NECA Group Training's values and goals.
- To treat our employees fairly and with respect.
- Fostering the highest possible standards of professional competence.

NECA Group Training's relationship to the Community

- To understand the needs of our community and participate actively to encourage young peoples growth and employment opportunities.