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# Code Of Conduct

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## Message from the Chief Executive Officer

The Engenco Group Code of Conduct (**Code**) is our guide to doing the right thing in business. It is founded on our values and clarifies the ethics and compliance expectations for everyone who works at the Engenco Group. Our Code reflects a values-based approach, and where rules are not stated explicitly, everyday business decisions will be guided by our values with reference to other relevant resources.

Demonstrating positive workplace behaviours and acting in a respectful, inclusive and safe manner is an integral part of our culture, a culture that defines who we are, how we are perceived by the community and how we treat our colleagues.

Through openness and integrity, the Code also ensures that we comply with a set of rules that reflect the highest standards of corporate governance.

We will sometimes encounter situations that will test our values, judgment and integrity. When these tests arise, we can use this Code. When we follow the Code, we communicate our commitment to our values of Integrity, Commitment, Collaboration, and Excellence.

I am personally committed to making sure we embody the strong ethical principles captured in this important document. It is essential for our employees and contractors to uphold and follow our Code, regardless of their role in the Group. Equally important is a requirement to hold others accountable to follow our Code and to call out misalignment with our values and behavioural standards in a respectful way.

We are proud of the achievements of our dedicated and skilled staff – wherever they are – in workshops, railway sidings, training rooms and offices in our many facilities across the country and world-wide. Thank you for being engaged and committed to making the principles and practices of our Code part of the way we work.



Dean Draper  
**Chief Executive Officer**  
*For and on behalf of the Board.*

## Purpose & Scope of the Code

The Code applies to all employees and contractors employed by Engenco Limited and its subsidiaries including Drivetrain Australia Pty Ltd, Convair Pty Ltd, Hedemora Turbo & Diesel AB, Gemco Rail Pty Ltd, Total Momentum Pty Ltd, Centre for Excellence in Rail Training Pty Ltd and Eureka 4WD Training Pty Ltd (collectively known as the **Engenco Group, Group or Company**).

The Engenco Group Code is one of the ways Engenco applies its values and guides you in upholding the highest ethical business practices when working at, or in connection with, the Engenco Group.

The key principle underpinning the Code is compliance with laws, regulations and ethical standards. We all have an obligation to continually demonstrate positive workplace behaviours. The Code outlines the ways in which the Engenco Group expects you to conduct business.

The Code provides guidance on how you should conduct yourself when representing the Engenco Group and addresses your responsibilities to the Engenco Group, each other, customers, suppliers, business partners, government and regulatory authorities.

Each of us has a personal responsibility to incorporate, and to encourage others to incorporate, the principles of the Code in the way we work and succeed.

It should be noted that the Code is not a 'stand-alone' document and does not override any law or regulation. Should the Code be inconsistent with any relevant law or regulation, that law or regulation will take precedence.

You are required to follow the Code at all times and comply with the Engenco Group's policies, procedures, all relevant laws and regulations and complete your assigned training.

## Our Values

The Engenco Group are committed to living our values, which distinguish and guide our professional conduct and personal behaviour in everything we do at work.



### **Integrity** - The power of honesty

We are committed to doing the right thing. We are motivated to promote a culture of trust, to operate ethically, honestly, legally and transparently and to deliver on what we promise.



### **Commitment** - The power of responsibility

We are committed to accepting our responsibilities and delivering on our promises. We pledge to maintain a healthy and safe working environment, to practice sustainable business and to work with our customers to deliver quality solutions.



### **Collaboration** – The power of working together

We are committed to working as a team to accomplish our individual and Group goals. We understand that our differences make us stronger. We listen to each other and welcome the opportunity to learn something new. Together we will succeed.



### **Excellence** - The power of quality

We are committed to be the best at what we do. We are driven to never compromise on quality, safety, to prioritise value and to celebrate innovation.

## Personal and Professional Integrity and Conduct

### Managing Employees

Everyone who has responsibility for managing people (People Leader/Line Manager) is expected to provide a physically and psychologically safe work environment, that recognises and values inclusion and the contribution of our team.

### Teamwork Interaction

#### Personal Behaviour

We all have an obligation to act ethically and continually demonstrate positive workplace behaviours.

#### I will:

- act honestly, ethically and with integrity at all times, ensuring all statements I make are truthful;
- make decisions fairly, impartially and promptly, considering all available information, laws, policies and procedures; and
- treat members of the public and colleagues with respect, courtesy and fairness, and have proper regard for their interest, rights, safety and welfare.

#### Professional Conduct

We are committed to a positive workplace environment which promotes an environment that is inclusive of all people and their unique abilities, strengths and differences. We work better together because of our differences, not despite them.

#### I will:

- respect and value the diversity of the workforce where differences are valued and respected;
- give colleagues the opportunity to express their views and opinions without judgement or negative consequences and invite teamwork and collaboration;
- respect workspaces and not display or distribute material or use language that may cause offence;
- not behave in an offensive or unwelcomed manner in relation to anyone at work;
- call out and / or intervene (where you feel safe to do so) if you witness inappropriate behaviour;
- report unacceptable behaviour to my manager or Group Human Resources, as appropriate;
- comply with the requirements of any policy, procedure, law, regulation or work instruction;
- maintain an appropriate, professional standard of dress and grooming which complies with internal procedures, and/or occupational safety and health standards;
- ensure that each time I attend for work I am “fit for work” and that my actions will not adversely affect my work performance or endanger the health, safety or welfare of myself or others in the workplace or in the community;
- ensure that I have the necessary licenses, qualification and experience to perform my work;
- report all hazards and adverse events appropriately and promptly when they occur;
- participate in MyCentral performance planning and accept responsibility for building capability and enhancing my skills; and
- comply with Delegations of Authority and use my authority and powers responsibly.

### Quality Assurance & Improvement

The Engenco Group places emphasis upon quality to global standards, experience, expertise, capability and reliability. We are committed to providing quality products and associated services which will ensure customer satisfaction throughout the effective life of the products and services that we provide. We are committed to continuous improvement and strive to deliver excellent service, provide exceptional value and exceed customer expectations.

Employees are required to adhere to the Engenco Group's Quality Management Policy and relevant procedures and provide input for monitoring, reviewing, and recommending changes to assist the Engenco Group to meet its objectives. Where appropriate this is to be followed up by submitting/registering improvement requests.

## **Compliance with laws, regulations and ethical standards**

### **Legislation**

The Engenco Group's operations in Australia and overseas must always be conducted in accordance with all laws and regulations applicable in Australia as well as in the jurisdiction in which the Engenco Group operates and or where Engenco Group activities are being undertaken.

#### **I will:**

- conduct the business of the Engenco Group with the highest level of ethics and integrity, act in the best interest of the Group; and
- comply with all laws and regulations that apply to my work.

### **Discrimination, Harassment and Bullying**

Discrimination, harassment or bullying is unlawful and contrary to the Engenco Group's policies. This includes any conduct that occurs at the workplace, or in connection with work, including work related functions, using work-related resources and technology, social media use, in work-related accommodation or during work-related travel. Appropriate disciplinary action, up to, and including, dismissal, will be taken by the Engenco Group where any complaint of discrimination, harassment or bullying is substantiated.

If you believe you've been discriminated against, bullied or harassed by any Manager, Supervisor, fellow employee or contractor, we strongly encourage you to immediately report the incident to your Line Manager, Group Human Resources, or both. Similarly, Line Managers who learn of any such incident should immediately report it.

#### **I will:**

- act appropriately in connection with my work and not engage in any behaviour that could constitute harassment, bullying or discrimination; and
- report any conduct that may constitute harassment, bullying or discrimination.

### **Equal Employment Opportunity**

The Engenco Group is an equal opportunity employer. In all instances, the position requirements and the skills, experience and qualifications of the relevant person are the key factors to be used when taking any action, making any decision or appointing a person as an employee at the Company. This includes permanent, part time, casual and contract.

#### **I will:**

- select and place employees on the basis of their qualifications, experience and proven performance (i.e. merit) for the work to be carried out, considering accommodations as appropriate and needed.

### **Diversity and Inclusion**

The Engenco Group aims to foster a safe and inclusive work environment where all people are valued and respected.

We will recognise and value the individual contribution of all people who bring their own unique backgrounds, capabilities, experiences and characteristics to their work as we continue to build a team of inspired people creating sustainable transportation solutions.

The Engenco Group values diversity and inclusivity and is committed to ensuring all its people are treated with dignity, courtesy and respect, irrespective of their background and differences.

**I will:**

- contribute to a positive workplace culture by treating others fairly and equitably;
- act fairly, impartially and promptly, considering all available information, legislation, policies and procedures without bias; and
- recognise that the needs of each individual may be different and allocate resources and opportunities appropriately to ensure equitable outcomes.

**Theft and Misappropriation**

The Engenco Group considers theft, fraud and misappropriation of Company resources to be serious matters. Such behaviours are unacceptable and unlawful. Allegations involving this type of conduct will be investigated and may result in disciplinary action including dismissal.

**I will:**

- commit to supporting a strong culture and sound governance to prevent, detect and respond to potential fraud and misconduct;
- not use the Engenco Group's assets or other resources for personal benefit;
- be responsible for safeguarding the Engenco Group's assets and resources under my control;
- ensure all expenditures are correctly allocated and reported on a timely basis;
- not remove any of the Engenco Group's equipment, supplies, or other resources without authorisation;
- not intentionally damage, destroy or dispose of the Engenco Group's property (excluding items of nominal value which can no longer be used) without appropriate approval;
- not submit a fraudulent expense reimbursement claim or use corporate credit cards for personal use; and
- account for time worked on an accurate basis and not claim unjustified hours of work.

**Work, Health and Safety**

The Engenco Group provides, as far as reasonably practicable, safe facilities, equipment, working conditions and procedures and expects all employees to follow safe work practices at all times. The Engenco Group's Work Health Safety Policy is published on the Company's website and every employee is responsible for making themselves aware of this policy. If unclear about the Work Health Safety Policy and associated procedures, you are to ask your line manager.

**I will:**

- comply with the MakeSafe program including, the MakeSafe 7 lifesaving rules, all health and safety policies, safety rules, work instructions and procedures;
- maintain good housekeeping practices which are essential to maintain a safe, healthy and productive workplace;
- be aware of the requirements of my role and not undertake duties which I am not qualified or authorised to perform;
- report any unsafe act, near miss or known potential for risk of injury or damage; and
- while on medication, be aware that I have a responsibility to communicate with my treating practitioner and my Manager regarding how to work in a safe manner.

**Environmental Responsibility**

At the Engenco Group we are committed to pursuing sustainable and ethical business, while striving to achieve our Vision. We are committed to mitigating our environmental risks, for the benefit of our employees, our customers and for the communities in which we operate.

**I will:**

- care about the environment and understand the environmental risks and potential negative

impacts present in my area of work;

- stop the job if there is risk of an impact on the environment;
- report any actual or potential impact to the environment from an accident, incident, spill or release of material.

## Drugs and Alcohol

State and Commonwealth work health safety laws and where applicable, rail safety legislation, place obligations on employers and employees regarding the provision of a safe and healthy work environment. In keeping with our legal obligations, the Engenco Group provides illicit drug and alcohol-free work sites. The use of illicit drugs or alcohol can affect a person's efficiency, safety and welfare, which exposes themselves and other persons to risk of injury and the Company to potential property loss or damage.

### I will:

- not be in possession of illicit drugs or illicit drug paraphernalia;
- participate in the Company's Fitness for Work monitoring programs as directed;
- comply with drug and alcohol testing as required; and
- always present in a fit state for work.

## Use and Release of Company Information

We recognise and respect the personal information privacy and interests of individuals. We collect and process only relevant, accurate information needed or appropriate for business purposes, and do so only by lawful means. We appropriately safeguard the security and confidentiality of Company records containing personal information whether those records are held by the Company or by the Company's business partners, and limit access to information only to those who have a legitimate business need for it, as and when permitted by law.

## Confidentiality

Employees, during the continuance of their employment with the Engenco Group or at any time thereafter are not permitted to disclose to any person, firm, regulatory authority or corporation, except (i) as required by law, (ii) in the lawful discharge of their duties on behalf of the Company, or (iii) at the written request of the Chief Executive Officer or the Company Secretary, any confidential information not already available to the public concerning:

- the business or affairs of the Company or any affiliate;
- the business affairs of any customer or supplier (refer to the Company's Privacy Policy); or
- any personal information about any employee or contractor.

Confidential information includes, but is not limited to, information which an employee may have acquired in the course of, or incidentally to, employment with the Company, including, but not limited to, trade secrets, formulae, processes, systems, records, methods, techniques, drawings, photographs, passwords, products, financial conditions, customer and prospective customer lists or information, computer software, Company structure, manuals or operations.

### I will:

- not disclose the Engenco Group's confidential information or documents, acquired through my work, other than as required by law or where proper authorisation is given;
- not misuse this information for personal or commercial gain, or for a gain or to the detriment of another;
- respect the confidentiality and privacy of all personal information; and
- return all confidential information and intellectual property within my possession and control once my employment with the Engenco Group ends.



## Privacy

The Engenco Group is committed to recognising and respecting the privacy of its employees, contractors, suppliers, business partners, customers and shareholders.

Personal information collected is used for business purposes only, in accordance with our Privacy Policy and applicable legislation.

All employees who access personal information in the performance of their work will ensure this information is treated appropriately at all times and securely stored. Personal information must only be collected, used and disclosed for lawful purposes and you must not access, use or disclose any personal information without proper purpose.

The Engenco Group abides by the following:

- personal information will be collected ethically and lawfully, in a manner which is not unreasonably intrusive;
- personal information will only be used for lawful purposes;
- personal information may be disclosed where authorised by the party concerned, where necessary to prevent a serious threat to health and safety, as required by law, or to assist authorities in enforcing the law; and
- it will not use such information other than for necessary, work-related purposes and as required by law.

## Disclosure of Information

### On Engagement

All information provided by an employee to the Company prior to appointment must be accurate and complete. Providing false or misleading information whether in writing or verbally, direct or via a third party, may result in disciplinary action including termination of employment.

### Criminal Offences

It is imperative all employees' work and behaviour remains at an acceptable standard at all times and the highest level of integrity is always observed. Should a situation occur where an employee is charged or convicted of a serious criminal offence, they are required to immediately inform their Manager. Examples include where an employee is charged with a criminal offence punishable by imprisonment, or if found guilty of a criminal offence, the punishment would significantly affect the employee's ability to perform their work (e.g. the loss of a vehicle licence if the employee is required to drive a vehicle in the normal course of their work).

### Media Disclosures

Employees are not permitted to give interviews to the media (radio, press, television, etc.), provide images or photos, or make public statements (including on social media) on any aspect of the Company, its business associates or their operations unless for Company sanctioned promotional purposes, or where specifically authorised in writing by the Chief Executive Officer or Company Secretary.

### Government Interactions

The Engenco Group's ability to conduct business can be directly affected by government decision making in the countries in which it operates. Subsequently the Group seeks to have open and constructive relationships with those governments. Any interactions with governments, regulators, and public authorities, as required for day-to-day business operations, must be performed by an authorised Company employee, meet a high ethical standard and comply with all relevant laws. An example of day-to-day business operations could include a member of the Finance team contacting the ATO regarding lodgement of relevant business documents.

Any interactions outside of day-to-day operations must be authorised in writing by the Chief Executive Officer or Company Secretary.

## **Political Activities**

The Engenco Group will comply with all applicable rules, laws and regulations in relation to its activities in connection with political parties.

Any interactions with political parties, or political party members, must be authorised in writing by the Chief Executive Officer or Company Secretary.

Employees working in jurisdictions outside Australia must adhere to the rules, laws and regulations that apply in the relevant country.

## **Whistleblower Policy**

The Engenco Group strongly encourages the reporting of unethical or illegal behaviour, misconduct, or any other improper state of affairs or circumstances in relation to the Company or its people. Certain disclosures may be subject to protection under legislation and employees are encouraged to familiarise themselves with the Engenco Group's Whistleblower Policy.

## **Insider Trading**

Inside information is material information about a company that is not generally available to the public. Whether information is material is generally judged by whether it would have a material effect on the value of a company's securities and/or influence a person's decision to deal in those securities.

Examples of possible inside information include:

- the financial performance of the Engenco Group before details have been made public by their release to the Australian Securities Exchange;
- entry into or termination of a significant contract; or
- actual or proposed mergers, acquisitions or joint ventures.

In the course of your job, you may become aware of confidential information before it is made public. It's not an offence to simply possess inside information however it is a criminal offence to buy, sell or otherwise deal in relevant securities while you have inside information. This is called insider trading.

It is also a criminal offence to encourage insider trading or to disclose inside information with a view to others profiting from it.

You should refer to the Engenco Group's Securities Trading Policy to better understand your rights and duties in relation to inside information and how you may deal in the Company's securities.

## **Use of Company Resources**

The Company responsibly preserves and protects all assets either owned or under its care and control. All employees are responsible for the care and maintenance of all Company property including any vehicle, equipment and tooling supplied for use in the pursuit of Company business.

Internet, email, Company social media accounts and software packages are business tools and should always be used for business purposes only. Work-related emails as well as short and infrequent emails to a family member or friend are acceptable. It is the responsibility of all of the Engenco Group's employees to use their email and internet access in a mature, professional, ethical and responsible manner at all times. Storage of information should be kept to a minimum in accordance with the Engenco Group's Document Retention policy.

The Engenco Group utilises camera, tracking and computer surveillance on an ongoing basis in respect of its operations. The Engenco Group reserves the right in all circumstances to access and disclose any communication or information developed, used, received, stored or transmitted using the Engenco Group's

resources. In addition, the Engenco Group, wherever it can, will prevent access to inappropriate sites through the use of electronic software tools. Authorised Company employees will conduct audits as part of a regular schedule or at any time without warning. This information may be reviewed by the Chief Executive Officer, Executive General Managers, HR Manager and relevant Senior, Branch or Department Managers if it is found to potentially contravene this policy.

**I will:**

- ensure that any information accessed, downloaded or disseminated using Company equipment or resources does not contain information which may be construed as obscene, racist, abusive, discriminatory, harassing, bullying, threatening, pornographic, misleading or otherwise inappropriate about the Company or any other person or entity;
- not use a Company credit card for private purchases, cash withdrawals or any expenses that have or will be claimed as an offset for any form of allowance; and
- report loss, theft or misuse of a Company credit card immediately.

**Intellectual Property**

There are many types of intellectual property/Company owned information. This includes copyright, patents, trademarks, trade secrets, design rights and know-how. Copyright covers, among other things, the expression of ideas such as written material, computer programs, plans, drawings, instructions, technical information, music and pictures. The Company retains the copyright in work produced by employees during and as a result of their engagement with the Company.

In the case of inventions, developments and improvements made by an employee in the course of their employment, it is a condition of that engagement that the employee will do everything reasonably within their power to transfer or confirm the ownership in such inventions, developments and improvements to the Company, at the Company's expense if relevant to the Company's interests and business activities.

An employee will retain the copyright in work only if approved in writing by the Chief Executive Officer, or if that employee can demonstrate to the satisfaction of the Company, that they did not use the Company's time, name, information or resources to produce the work.

**Conflicts of Interest**

Employees are expected to devote their work time and energies to their position at the Company. For this reason, together with the need to protect the Company's commercial interests, employees are not permitted to engage in any other business or activities which in the opinion of the Company, adversely prejudices the employee's ability to carry out their responsibilities on behalf of the Company or puts the employee in competition with the Company, or benefits others who are in competition with the Company.

Employees should avoid entering into any relationship or situation that makes it difficult to perform their duties impartially. Family or other personal relationships must not influence an employee's decisions. Employees should disclose any personal relationships with other employees or third parties when involved in evaluating or negotiating on behalf of the Engenco Group, whether for employment, as a customer or supplier, or any other reason.

You must disclose any actual, perceived or potential conflict of interest to your Manager in writing. Conflicts of interest should be avoided wherever possible. However, where they do arise, they must be assessed and appropriately managed.

Breaches of these obligations are treated seriously by the Engenco Group and may result in disciplinary action, up to and including termination of employment.

**Anti-Bribery and Corruption Policy**

The Engenco Group is committed to conducting its operations and business activities with integrity and preventing bribery or corruption. The Engenco Group is committed to complying with all applicable laws including those related to anti-bribery and corruption.

The Anti-Bribery and Corruption Policy sets out the responsibilities of the Engenco Group and its employees in observing and upholding the prohibition on bribery and related improper conduct and provides information and guidance on how to recognise and deal with suspected instances of bribery and corruption.

The Anti-Bribery and Corruption Policy reflects the laws applicable to the Engenco Group's common operations. Nevertheless, employees should ensure that they are familiar with local laws and, where a law imposes a higher standard than the Policy, employees operating in that country must fully comply with the higher standard.

## **Financial Probity and Accountability**

Our people, investors, creditors and others have a legitimate interest in our Group's financial and accounting information. The integrity of the Engenco Group's financial reports and accounting records, including the exercise of delegations and handling of monies, is based on maintaining accurate and complete financial records. Employees must ensure every accounting or financial entry accurately reflects that which is described by the supporting information.

### **I will:**

- maintain accurate and auditable records of all financial transactions relating to the Engenco Group;
- not access or use information that is not required for me to perform my role;
- ensure the secure storage of sensitive or confidential information;
- while involved in handling monies, creating, processing or recording such information, to be personally responsible for its integrity; and
- observe the principles of the relevant financial management legislation.

## **Compliance Responsibilities**

### **General**

The Engenco Group Business Units are required to monitor and report on compliance within the requirements of the Code through self-evaluation and Group corporate governance processes. Group HR and the Managers of each Business Unit are responsible for monitoring and enforcing compliance with the Code.

Any identified breaches of the Code should be reported to the relevant Managers, Supervisors and/or the Group HR team.

### **Employees**

Employees are responsible for:

- a) understanding and complying with the Code;
- b) immediately reporting any circumstances which may involve deviation from the Code to the relevant Supervisor/Managers or Group HR team.

Any employees who deal with contractors, consultants or agents who represent the Engenco Group must make them aware of the Code and that the Engenco Group expects them to conduct their business in accordance with the Code.

### **Managers**

Managers are accountable and responsible for:

- a) understanding and complying with the Code and leading by example;
- b) immediately reporting any circumstances which may involve deviation from the Code to their Executive Manager, or Group HR team;
- c) facilitating reasonable mechanisms to enable the Engenco Group employees to understand and fulfil

their responsibilities in relation to the Code; and

- d) appropriately inducting new employees and ensuring they understand their responsibilities as set out in the Code.

## Consequences of Breaching the Code

The importance of a relationship based on trust and integrity between the Company and its employees cannot be underestimated. All suspected breaches of the Code, or any other situation pertaining to the relationship of trust and integrity between the Company and its employees, will be appropriately addressed. If breaches of the Code are identified, disciplinary action, up to and including dismissal may result. If the matter is criminal in nature, it may be referred to the Police.

### This means you must:

- read, understand, and comply with the Code and the policies, procedures, rules, laws and regulations that apply to your job;
- speak up when you see possible violations of the Code, policies and legal and regulatory requirements;
- be truthful at all times and cooperate fully in any investigation into suspected breaches of the Code or Company policy – do not conceal or destroy information; and
- complete training on the Code and attest that you understand and commit to complying with the Code.

The Company reserves the right to vary this Code of Conduct and to amend, withdraw or introduce new policies and procedures from time to time and as required.

All employees have access to the Company's intranet, which lists all Company policies, procedures, safety instructions, business manuals, quality standards and other Company manuals and documents. All employees are responsible for making themselves aware of these policies and procedures which are to be followed at all times.