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## Policy – Code of Conduct

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**Purpose** To guide how we all conduct ourselves at work and promote ethical decision-making and behaviour.

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**Applies to** All employees and any person undertaking work for our Organisation, including contractors working under our operational control and their agents or employees.

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**Introduction** Our Code of Conduct (**Code**) helps promote a safe, healthy and productive workplace that we are proud to be a part of, and where we are held in the highest regard. It sets the minimum standard of behaviour that our customers, suppliers, regulators, stakeholders expect of us, and that we should expect of each other. Our Code, together with our values, guides our decisions and actions, and how we conduct business.

The Code may be reviewed, amended, or withdrawn by the Organisation at any time at our absolute discretion.

The Code should be read in conjunction with the Organisation's policies.

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**Values** We are committed to fostering a workplace culture where our employees:

- work safe, live safe
  - are customer-focused and commercially-minded
  - are honest and accountable
  - demonstrate respect, and
  - are collaborative.
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**Standards of Behaviour** All employees are responsible for their own behaviour and are expected to conduct themselves in the following manner:

- Behave in a way that upholds the Values
  - Comply with the law and the Organisation's policies, procedures and guidelines
  - Maintain a safe work environment
  - Maintain ethical personal and professional conduct
  - Work as one team, treating everyone with fairness and respect and without discrimination or harassment
  - Respect confidentiality and not misuse information
  - Respect the Organisation's resources and property
  - Support the community and are committed to the environment & sustainability
  - Report serious concerns
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**Work Health and Safety** We are all responsible to ensure we follow the policies, procedures and rules that govern the work we do and that we do not deviate from these without explicit approval from your leader or manager. Only perform operational activity where you are adequately trained and/or supervised and fit for work, including not being impaired by drugs, alcohol or fatigue. This extends both to employees and to contractors working under our operational control.

Related documents

- Work, Health and Safety Policy
- WHS Management Systems

- Rules We Live By
  - Electrical Safety Rules
  - Authorisation status
  - Drug and Alcohol Policy and Guidelines
  - Fatigue Management Guidelines
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### **Ethical Personal & Professional Conduct**

All employees must act in a safe, professional and ethical manner. Some examples of what this looks like include:

- Not engaging in any fraud, corruption, unethical or improper practices
- Not using false representations or deception to avoid an obligation or to gain an unjust advantage
- Wearing appropriate attire such as Personal Protective Equipment (PPE) or attire of a professional business appearance as appropriate for your role
- Behaving appropriately at work or work-related functions
- Being accountable for our decisions and actions
- Not misusing our position or authority to take part in activities that could cause loss to the Organisation, its customers, suppliers or the community
- Not participating in business activity outside of your employment with us if it impacts on your ability to work ethically or creates a conflict of interest that cannot be managed or removed
- Appropriately report gifts offered in the course of our duties
- Not making public comment on behalf of the Organisation without consulting with Corporate Affairs and approval from appropriate Executive General Managers

Related documents

- Employee Conduct at Functions Guideline
  - Delegations / Sub Delegations Policies
  - Guidelines Regarding Secondary Employment
  - Conflicts of Interest Procedure
  - Gifts and Entertainment Policy
  - Media Policy
  - Office Dress Guideline
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### **One Team (Fairness and Respect)**

We value differences and are committed to providing equal employment opportunity, and a fair, safe and rewarding workplace. As such, discrimination based on culture, race, colour, religion, gender, age, marital status, disability, association, or other factors unrelated to a person's merit or the Organisation's legitimate business interest, may be unlawful and will not be tolerated.

Behaviours such as bullying, harassment, or other unacceptable or offensive conduct, will not be tolerated.

Related documents

- Merit Appointment Policy
  - Diversity and Inclusion Policy
  - Workplace Harassment, Bullying and Discrimination Prevention Policy
  - Grievance Procedure
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### **Confidential Information**

We must respect the trust placed in us by our shareholders, our customers, suppliers and other third parties. This means we must respect the confidential and sensitive nature of the information we become aware of during our employment.

Related documents

- Privacy Policy

- Records Management Policy
- Information Security Policy

### Resources and Property

Assets, including intellectual property or the services of others (including employees and contractors) must be used professionally and for the benefit of the Organisation and not for personal gain. This includes, and is not limited to:

- Telephones, computers, information and telecommunication systems and technology
- Business records
- Vehicles
- Credit cards, accounts and securities
- Tools and equipment

Related documents

- Acceptable Use of Technology Policy
  - Fleet Motor Vehicle Allocation and Use Policy
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### Community and our commitment to environment, & sustainability

All employees are responsible for maintaining and protecting the environment when carrying out their work duties. Employees should always consider the impact of their activities on the environment and the local community, including the way in which waste is disposed of, the way chemicals are used and stored and the use of natural resources.

We recognise that employees may from time to time wish to participate in political activity. If you are unsure about your involvement in community or political activities please speak with your manager.

Related documents

- Environment Policy
  - Environmental Code of conduct (Green Rules)
  - Community Partnerships Policy
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### Report Serious Concerns

Each of us is responsible for complying with the Code and reporting any concerns. If you become aware of, or suspect any breach of this Code, you must speak up and raise your concerns with:

- The person(s) involved, or
- Your manager/leader, or
- the independent whistleblowing hotline, or
- Whistleblowing Hotline – 1800 607 206, or
- Head of Internal Audit (Disclosure Officer) – (02) 8569 7088

Related documents

- External Whistleblowing Hotline FAQs
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### Breaches of the Code

If you breach the Code this may result in disciplinary action in accordance with our Disciplinary Action Policy, including termination of employment and/or civil or criminal proceedings. Criminal matters will be reported to the Police and/or other appropriate law enforcement or regulatory bodies.

Related documents

- Disciplinary Action Policy