

# CORPORATE CODE OF CONDUCT POLICY



## AIM

The Corporation's employees and contractors are required to behave at all times in a way that upholds the values of the Corporation. The Code of Conduct is a public statement of how the Corporation conducts its business and treats the public, its customers and employees.

## LEGISLATION

*Environmental Management & Pollution Control Act 1994 (Tas)*

*Equal Opportunity Act 1995 (Cth)*

*Privacy Act 1988 (Cth)*

*Workplace Health & Safety Act 1995 (Tas)*

*Water & Sewerage Corporations Act 2008 (Tas)*

## POLICY

The Corporation is committed to:

- providing a safe, encouraging and supportive work environment, free from discrimination and harassment, through training, mentoring and counselling and providing readily accessible grievance and dispute resolution processes;
- understanding, respecting and responding to staff member's legitimate needs and concerns, by setting realistic goals, timelines and workloads, providing adequate resources to complete work, and ensuring fair and reasonable treatment; and
- treating staff fairly and consistently when making selection decisions, assessing performance and providing development opportunities and ensuring that new positions are filled by applicants who best meet the requirements of the role by establishing an agreed selection process in accordance with the Equal Opportunity Act.

## PRINCIPLES

Six principles govern our conduct. The Corporation's employees and contractors will:

### 1. COMPLIANCE, SAFETY AND THE ENVIRONMENT

- comply with all policies, procedures, lawful directions and reasonable instructions which are applicable to Australian (Commonwealth and State) Laws and Regulations; and
- in line with our "NO HARM" philosophy, comply specifically with approved codes of occupational health and safety and environmental management where these are in place, and ensure that actions do not threaten or impact on the safety, public health or welfare of people or the environment.

## 2. JOB PERFORMANCE

- perform each area of responsibility to an acceptable level and display care and diligence in carrying out activities;
- accept reasonable instructions or directions;
- ensure safe and healthy practices at work;
- behave in a way that does not reflect poorly on the integrity and good reputation of the Corporation;
- treat everyone with respect and without bullying and harassment, victimisation or discrimination; and
- strive to earn and sustain public trust and integrity and act in the public interest by being accountable and responsible for actions, and for providing relevant and timely service to customers.

## 3. VALUES AND BEHAVIOUR

- behave honestly and with integrity;
- report incidents as soon as they occur;
- use resources in a proper manner; and
- not knowingly provide false or misleading information, and act to correct this immediately if it does occur.

## 4. CONFIDENTIALITY OF INFORMATION

- in all dealings, maintain appropriate confidentiality of information acquired during employment or contractual arrangements and maintain this confidentiality after employment or when the contract finishes.

## 5. CONFLICT OF INTEREST

- disclose and take reasonable steps to avoid any conflict of interest in connection with directorships, employment, close family or contractual arrangements.

## 6. PERSONAL TRANSACTION AND GAIN

- not make improper use of information gained as an officer, employee or contractor;
- not seek or accept favours or gifts for services performed in connection with official duties;
- not use the position to obtain a private benefit; and
- proactively seek advice if any doubt exists.

## COMMUNICATING THE CODE

The Corporation will provide each employee and contractor with a copy of the Code and incorporate the Code within the Induction process. The Code will be prominently displayed in key workplaces.

## BREACHES OF THE CODE

Disciplinary action may be instituted for a breach of a principle or principles.

Management's response to breaches of the Code may include any of the following:

- counselling, suspension or removal of privileges;
- oral or written reprimands or both;
- disciplinary actions;

- financial recovery for loss or damage to private or personal property or property of the Corporation; and
- referral of any matter to the appropriate authorities.

## RESPONSIBILITIES

All Managers are responsible for ensuring all employees and contractors are provided with, and understand, the Corporate Code of Conduct.

All employees and contractors are required to comply with the spirit and letter of this policy and its associated procedures and undertake any relevant training as required.

## REFERENCES

- AS4801 OH&S Safety Management System
- Directors' Code of Conduct
- Disciplinary Policy
- Discrimination & Harassment Policy
- Environmental Management System
- Environment Policy
- Equal Opportunity Policy
- Finance/Purchasing Policy
- OH&S Policy
- Privacy Policy

*Approved by the Board on 10 August 2010*

Signed:

  
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Chief Executive Officer