

BP8036 - Code of Conduct

Document Owner	Chief Executive Officer
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Supporting Legislation and Documents	Refer to Pr8166 - <i>Guide to the Code of Conduct</i>
Documents Directly Related	Refer to Pr8166 - <i>Guide to the Code of Conduct</i>

Introduction

The Code of Conduct outlines the expectations of conduct, values and behaviours for all Unitywater team members.

The Code of Conduct applies to all Unitywater team members including:

- a. The Chief Executive Officer;
- b. Members of the Executive Leadership Team;
- c. All Unitywater leaders and employees;
- d. Members of the Board; and
- e. All agency hire employees and contractors working on Unitywater sites and/or interacting with Unitywater employees.

Purpose

Unitywater is committed to creating and maintaining an environment which is professional, responsive, safe and free from any form of unlawful or inappropriate behaviour for customers, clients, visitors and team members.

Guiding Principles

The *Public Sector Ethics Act 1994* identifies four fundamental ethical principles to guide our conduct and behaviour on which the Code of Conduct is established. These four principles are:

- a. Integrity and impartiality;
- b. Promoting the public good;
- c. Commitment to the system of government; and
- d. Accountability and transparency.

These principles, along with Unitywater's corporate values, form the basis of this Code of Conduct and guide our thinking, actions and decision-making.

All team members are responsible for implementing the Code and ensuring that their behaviour reflects Unitywater's values and the standards of conduct described in the Code. This includes behaviour in the use of Unitywater systems, tools and property.

Unitywater Leaders have an added responsibility to support team members in achieving these standards, by leading by example, ensuring attendance at training and assisting team members to understand the expectations of behaviour and conduct under the Code.

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Your Responsibilities

Principle One: Integrity and Impartiality

In recognition of the public trust placed in Unitywater, team members:

- a. Commit to the highest ethical standards;
- b. Manage conflicts of interest;
- c. Demonstrate a high standard of workplace behaviour and personal conduct; and
- d. Manage participation in external organisations and contributions to public discussion appropriately.

Principle Two: Promoting the Public Good

In order to contribute to outcomes that benefit the people of Queensland, team members:

- a. Commit to excellence in service delivery;
- b. Ensure appropriate community engagement;
- c. Work as an integrated service.

Principle Three: Commitment to the System of Government

To demonstrate our respect for the government and its institutions, Unitywater team members:

- a. Commit to our roles;
- b. Uphold the laws of the State and Commonwealth; and
- c. Comply with official Unitywater decisions and policies faithfully and impartially.

Principle Four: Accountability and Transparency

In order to take responsible actions and decisions that can be explained and easily understood, Unitywater team members:

- a. Ensure transparency in our business dealings;
- b. Ensure appropriate use of official resources, public property and facilities;
- c. Ensure appropriate use and disclosure of information; and
- d. Commit to continuous performance improvement.

In performing official duties, Unitywater team members should ensure that public resources are not wasted, abused, carelessly damaged or lost, used improperly or extravagantly.

Reporting Breaches

If you have a concern or suspect a breach of the Code, the *Public Interest Disclosure Act 2010* gives you the right and the protection to report serious wrongdoings using:

- a. Internal channels (e.g. Leader, Executive Manager, Chief Executive Officer, People, Culture and Safety Business Unit); and

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- b. External channels (e.g. Crime and Corruption Commission (CCC), Anti-Discrimination Commission).

Familiarity and Compliance with the Code of Conduct

Team members are required to familiarise themselves with, and comply with, the Code and the associated Guide to the Code of Conduct, which is available via the Unitywater intranet. The Guide provides more information on the use and application of the Code of Conduct. If you need assistance on how the Code applies to you, please speak with your Leader or contact Unitywater's People, Culture and Safety Business Unit.