



# CODE OF CONDUCT

## PURPOSE

This Policy governs the ethical standards, professional behaviour and conduct requirements for Hunter Water to ensure the highest level of business conduct is maintained.

## SCOPE

This Policy applies to all employees of Hunter Water (full-time, part-time or casual) and all persons performing work in any capacity for Hunter Water (for example contractors, subcontractors, agents, consultants and temporary staff).

## POLICY STATEMENT

Honesty and integrity must always characterise the actions of all employees, contractors and consultants working for Hunter Water. The Code of Conduct states that we must follow the highest standards of ethical behaviour, demonstrate good corporate governance and comply with the relevant laws and regulations which apply to our business activities.

The Code of Conduct is intended to integrate with other Hunter Water Policies and Standards, and our values guide Hunter Water and the way we operate. Hunter Water will seek to demonstrate these values in each and every interaction with its employees, the community and its stakeholders. The Hunter Water Values are:

1. Innovative
2. Honest
3. Excellence
4. Courage
5. Collaborative
6. Wellbeing

Our leaders must encourage a culture where these values and ethical conduct is recognised, valued and followed at all levels. Hunter Water actively supports, encourages and develops its employees to work safely; be customer focused, use technology and assets effectively; adapt to change; and improve personal capabilities and contribution to Hunter Water outcomes.

The Code of Conduct is a guide for our conduct and behaviour in making decisions and meeting the challenges of everyday work. In particular the Code of Conduct specifies that we must:

- Behave with dignity and treat others with dignity and respect.
- Disclose any outside business or financial interests and avoid perceived or real conflicts of interest.
- Use company assets appropriately and account for this use in accordance with company policy.
- Use electronic resources responsibly and in accordance with company policy.

- Keep company information safe and secure at all times and not disclose any confidential or sensitive information outside of Hunter Water.
- Direct all media enquiries to Public Affairs as well as ensure that we protect the integrity and reputation of Hunter Water in all public communications.
- Interact responsibly with customers, contractors and suppliers.
- Be aware of and work within our safety, environmental and community responsibilities.

## BREACH OF POLICY

A breach of the Code of Conduct damages our business, public confidence and work relationships. Any act or lack of action that contravenes this Code of Conduct is a serious matter and a prompt, confidential investigation will be carried out and appropriate action taken. This may result in disciplinary action up to and including termination of employment. Each situation will be treated individually on a case-by-case basis.

The Misconduct and Disciplinary Standard will apply in the event of any suspected breach of the Code of Conduct. Hunter Water is required to notify the Crime and Misconduct Commission and investigate any serious allegation or suspicion of official misconduct.

## POLICY ADMINISTRATION

Effective from	April 2017
Approved by	Executive Manager Corporate & Legal
Policy Owner	Group Manager People & Culture
Policy Administrator	Group Management People & Culture
Application	All Policies and Schedules of Hunter Water Corporation
Last review date	April 2017
Next review date	April 2020
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Published externally	Yes
Approval Signature	Executive Manager Corporate & Legal

## RELATED DOCUMENTS - POLICIES

- Bullying and Harassment Prevention Policy
- Work Health and Safety Policy

## STANDARDS

- Code of Conduct Standard
- Misconduct and Disciplinary Standard
- Social Media Standard
- Protective Clothing, Footwear and Glasses Standard
- Internal Reporting Standard
- Gifts and Benefits Standard
- Conflict of Interest Standard
- Fraud and Corruption Control Standard

## PROCEDURES

- Corporate Uniform Procedure
- Gifts and Benefits Procedure

## ASSOCIATED LEGISLATION AND REGULATION

- ISO 14001 Environmental Management System
- ISO 14004 Environmental Systems
- Privacy and Personal Information Protections Act 1998 (NSW)
- Fair Work Act 2009 (Cth)
- Independent Commission Against Corruption (ICAC) 1988
- State Owned Corporations Act 1989 (NSW)
- Copyright Act 1968
- Designs Act 2003
- Patents Act 1990
- Trade Marks Act 1995
- Work Health and Safety Act 2011
- Public Interest Disclosures Act 1994
- Government Information (Public Access) Act 2009