

<b>Title</b>	Code of Conduct	<b>Version</b>	5.0
<b>Policy No.</b>	BP2017/01	<b>Effective date</b>	6/6/2017

## 1. OVERVIEW

This Code of Conduct provides guidance to employees and contractors of Forestry Corporation of NSW (FCNSW) who are required in their decisions, actions and behaviours to observe the highest standards of ethical behaviours, integrity and professional conduct in the course of their work.

## 2. BACKGROUND

This Code of Conduct is reviewed annually by the Board of Directors of FCNSW with the expectation that it will be observed by all employees and contractors.

## 3. SCOPE

This policy applies to all FCNSW directors, managers, supervisors, employees and contractors in all work contexts including their attendance at training, conferences and work-related functions. Behaviour that occurs outside ordinary working hours in personal settings and/or through the use of social media, may also be deemed a breach of this policy if such behaviour brings FCNSW reputation into disrepute.

If you are in any doubt, you should discuss decisions, actions and behaviour with your supervisor or manager. The code does not replace your rights and obligations under all other applicable legislation, ethical standards and other FCNSW policies, procedures and industrial instruments. FCNSW reserves the right to vary or rescind this policy at any time.

## 4. POLICY

### 4.1. Principles

You are expected to maintain high standards of professional behaviour and abide by the following principles:

- to be diligent, impartial, courteous, conscientious and respectful in performance of your duties and in your dealings with fellow employees/contractors and managers, members of the public and other stakeholders
- to use FCNSW's assets, resources, information, equipment, vehicles and facilities responsibly and protect the reputation of FCNSW in the wider community
- to avoid a conflict arising between your own self-interest and your duty to FCNSW recognising a conflict can be real, apparent or perceived conflicts of interest
- to protect the reputation of FCNSW by not engaging in activities at or outside work that would bring FCNSW into disrepute.

If you are in any doubt as to what constitutes acceptable conduct, seek the advice of your manager or Human Resources (HR) business partner. Please refer to Guidelines - Standard of Behaviour and Conduct included in the appendix which forms part of this policy.

### Additional obligations/information

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## 4.2 Values based behaviour

FCNSW's values provide guidance on how we interact with each other and our stakeholders. You are expected to uphold the following FCNSW values as defined in Strategy 2019:

- Respect – respect for country, community, customers and suppliers, respect for one another in all our diversity
- Integrity – being honest and accountable in all our actions
- Innovation – constantly challenging ourselves to think differently, be resourceful and to improve
- Wellbeing – the wellbeing of our people and communities, with care for their safety our highest priority

## 4.3 Care for children

If you work with children when you perform your duties, you are responsible for creating a workplace where children and young people under 18 years are safe and protected from sexual, physical and emotional abuse and neglect. Where a special clearance under Working With Children laws is required, you must obtain that clearance before undertaking work in that environment. If you have any concerns or questions they should be directed to your manager or your HR business partner

## 4.4 Ethical decision-making

To help ensure decisions you make at work are ethical, you should ask the following questions:

- Is the decision or conduct lawful?
- Is the decision consistent with the values and objectives of the corporation, relevant policy and this code?
- What will the outcomes mean for you, your work colleagues, the corporation, and others? Do these outcomes raise a conflict of interest or lead to private gain?
- Would the decision withstand public scrutiny?
- Are you the right person to be making this decision? Do you have the appropriate delegation?

## 5. RESPONSIBILITIES

It is the responsibility of the **Chief Executive Officer** to ensure that managers, supervisors, employees and contractors are aware of this Code of Conduct and its expectations on behaviours.

**Managers and supervisors** are required to ensure that they, and those employees/contractors within their area of responsibility, are aware of and comply with the requirements of this Code of Conduct at all times. They are also responsible for ensuring that any issues which may emerge are consistently addressed in accordance with FCNSW's Managing Poor Performance and Misconduct Policy and/or other relevant policies. (listed under point 8).

**All managers, supervisors, employees and contractors must:**

- ensure their behaviour at all times meets FCNSW expectations as outlined in this Code of Conduct and other policies of the corporation
- report any instances of behaviour by others that they reasonably consider may be in breach of this Code of Conduct, and to maintain confidentiality whilst the matter is being investigated
- seek the advice of their manager or HR Business Partner if in any doubt as to what might constitute acceptable or unacceptable behaviour.

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## 6. BREACHES

You have a responsibility to ensure you observe this Code of Conduct and supporting policies. Where you believe this Code of Conduct has been breached you should report the matter to your manager or HR business partner. Breaches of the Code of Conduct will be treated seriously and will be subject to disciplinary action from counselling up to and including termination of employment. Criminal activities involving individuals may be subject to criminal charges and/or civil action.

## 7. RELATED LEGISLATION INCLUDES

- Age Discrimination Act 2004 (Clth)
- Disability Discrimination Act 1992 (Clth)
- Equal Opportunity for Women in the Workplace Act 1999 (Clth)
- Human Rights and Equal Opportunities Commission Act 1986 (Clth)
- Racial Discrimination Act 1975 (Clth)
- Racial Hatred Act 1995 (Clth)
- Sex Discrimination Act 1984 (Clth)
- Anti Discrimination Act 1977 (NSW)
- Competition and Consumer Act 2010 (NSW)
- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2011 (NSW)
- Advocate for Children and Young People Act 2014 (NSW)

## 8. RELATED POLICIES

- P2014/15 - Managing Unsatisfactory Performance and Misconduct Policy
- P2017/04 - Health and Safety Policy
- P2014/04 – Bullying, Harassment and Discrimination Policy
- P2017/12 - Gifts and Benefits Policy
- P2014/02 - Social Media Policy
- P2016/05 – Alcohol and Other Drugs Policy
- P2016/03 – Credit Card and Employee Expense Management
- P2017/13 – Fleet Policy
- P2014/13 – Privacy Policy
- BP2016/04 – Competition and Consumer Act 2010 Compliance Policy

## 9. REVISION HISTORY AND CONTACT OFFICER

Version	Policy Number	Date	Date of next Review	Contact Officer
1	BP2013/01	02/04/2013	02/04/2014	Group Manager, HR
2	BP2014/01	06/05/2014	06/05/2015	Group Manager, HR
3	BP2015/01	31/07/2015	05/05/2016	Group Manager, HR
4	BP2016/02	02/05/2016	02/05/2017	Company Secretary
5	BP2017/01	6/6/2017	6/6/2018	Company Secretary

Executive Endorsement



Chief Executive Officer

# Guidelines – Standards of behaviour and conduct

(To be read in conjunction with the FCNSW Code of Conduct)

## 1. Your obligations with regard to highest standards of ethical behaviour, integrity and professional conduct

You are required to:

- attend work as required and at all times be punctual (where this is not possible for unforeseen circumstances, you are required to immediately contact your supervisor)
- behave in a manner that maintains or enhances the reputation of FCNSW
- comply with all applicable laws, policies, procedures, rules, regulations and contracts
- comply with any lawful and reasonable direction given to you by other employees of FCNSW who have authority to give the direction
- at all times dress in a manner appropriate to your position and ensure a level of personal grooming that is professional and respectful of others
- not allow personal relationships to affect professional relationships or decision making (FCNSW has a legitimate interest in the private activities of employees and contractors where such activities may bring disrepute upon the corporation and may possibly call the employee/contractor's fitness for continued engagement into question)
- not discriminate against any person on the basis of attributes including but not limited to gender, marital status, pregnancy, age, race, colour, nationality, ethnic, ethno-religious or national origin, physical or intellectual disability or impairment, sexual preference, religious or political belief or medical condition.
- not harass, bully or intimidate any other person while at work or otherwise representing the organisation
- refrain from acting in a way that may unfairly harm the reputation of others, including making disparaging remarks about other employees/contractors, regardless of whether such comments are made directly, via the use of social media or through some other means
- not fight in the workplace
- not use inappropriate language in the workplace
- always consider the impact of your decisions and actions on the wellbeing of others
- respect individuals' rights to privacy
- not possess or be under the influence of alcohol or illegal drugs (except for official functions where limited alcohol may be authorised)
- at all times meet your health and safety obligations and avoid adversely affecting the health and safety of others.
- report any instances of behaviour by others that you consider is actually or potentially in breach of this code including any suspected fraud, criminal or unethical conduct.

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## 2. Stewardship of FCNSW's assets and resources

You are required to:

- not represent yourself as a spokesperson for FCNSW to the media or others, in any form, unless it is clearly part of your designated role and/or you are expressly authorised to do so
- maintain during and after your engagement the confidentiality of any private and business information, records or other materials acquired during your engagement. "Private and business information" means any information not generally available to members of the public.
- use FCNSW resources, information, equipment, vehicles and facilities for business purposes only, unless authorisation has been sought and granted for alternative use, or limited personal use is permitted under relevant policies. You are advised that the use of FCNSW resources including e-mail, internet access and telephones may be monitored
- when using FCNSW vehicles take appropriate care of the vehicle to keep it in good order in accordance with the Fleet Policy
- not use FCNSW resources to access, store, distribute or download pornographic or other offensive material
- ensure that you take all reasonable steps to prevent the loss of, or unauthorised access to, any FCNSW resources for which you are responsible (this includes ensuring security of computer passwords, cash and associated records, files and access to property and equipment)
- ensure that all possible care is taken to use FCNSW's property, vehicles, goods, services and information efficiently, and honestly
- create and maintain full and accurate records of your work activities, decisions and other business transactions, to capture records into official records systems and not to destroy records without appropriate authority
- obtain appropriate approval for any expenditure on travel, hospitality and entertainment and ensure it is clearly related to your work and the needs of the business
- not use or permit the use of intellectual property created by you in the course of your work for any unauthorised purposes. FCNSW remains the owner of all intellectual property created during your employment

## 3. Conflict of interest

You are required to;

- declare any actual or potential conflict of interest to your manager and take steps to avoid any actual or perceived personal advantage, or detriment to FCNSW
- not accept an engagement with a supplier or competitor of FCNSW, or any other engagement that may conflict or interfere with your obligations to FCNSW
- avoid any financial involvement or undertaking that could directly or indirectly compromise or undermine your obligations to FCNSW
- not accept or seek from any party connected with FCNSW (including potential and current suppliers or customers) any cash payments, services, discounts, gifts or other benefit, unless specifically allowed for under the Gifts and Benefits Policy

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- not work for another organisation or conduct a business with an organisation related to the forest products industry without the prior written permission of the CEO nor work for any organisation which would impact on your ability to perform your duties to FCNSW
- not canvass or conduct non-FCNSW business during working hours without the prior written permission of your manager or the CEO

**4. Safeguard FCNSW reputation**

You must:

- promote confidence in the integrity of FCNSW by always acting in the best interests of FCNSW and not in your own private interest
- not engage in activities at work or outside work that would bring FCNSW into disrepute

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