

**1.1 CODE OF CONDUCT**

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**Version Control:**

| <b>Version</b> | <b>Reason for Change</b>     | <b>Date Effective</b> |
|----------------|------------------------------|-----------------------|
| 2.0            | New                          | 8 December 2008       |
| 2.1            | Update                       | 11 June 2009          |
| 3.0            | Update                       | 15 October 2010       |
| 4.0            | Update                       | 29 November 2012      |
| 5.0            | Update                       | 1 May 2015            |
| 5.1            | Update                       | 21 November 2016      |
| 6.0            | Group Name Change and Update | 22 January 2018       |

| <b>Name</b> | <b>Position</b>         | <b>Signature</b> | <b>Date</b> |
|-------------|-------------------------|------------------|-------------|
| S Smith     | Chief Executive Officer |                  |             |

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## CODE OF CONDUCT

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### Introduction

This Code of Conduct (**Code**) sets out the standards of conduct expected of all employees of BCT (**Staff Members**).

This Code is a direction to Staff Members by BCT regarding its expectation that Staff Members' perform their duties with efficiency, fairness, impartiality, integrity, honesty and compassion. It does not, however, form part of any contract, including an employment contract. Please note that BCT may change this Code from time to time.

If you have any questions about this Code, please contact the People Performance and Culture Manager.

### **1 Personal and Professional Behaviour**

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1.1 BCT Staff Members are expected to:

- (a) uphold and advance the core values of BCT;
- (b) develop and maintain knowledge and understanding of their area(s) of responsibility;
- (c) use their best endeavours to promote, develop and extend BCT's activities;
- (d) maintain high standards of professionalism, ethics and integrity in their work;
- (e) perform their duties faithfully, diligently, impartially, conscientiously and to the best of their ability;
- (f) act fairly and reasonably and treat colleagues, visitors, collaborators and members of the public with respect and courtesy;
- (g) devote the whole of their time and attention during work hours to their duties;
- (h) comply with all directions given to them by BCT;
- (i) maintain a cooperative and collaborative approach to working relationships; and
- (j) dress appropriately at work or when representing BCT at external locations by wearing smart, tidy, office attire.

1.2 Staff Members must not:

- (a) make improper use of their position to gain advantage for themselves or any other person or organisation;
- (b) provide false or misleading information; or
- (c) unlawfully discriminate against, bully or victimise any Staff Member, client or any other person whom a Staff Member has contact with in the course of their employment.

- 1.3 A guide for all Staff Members to respectful behaviour in the workplace is an attachment to this Policy.

## **2 Conflict of Interest**

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Staff Members must:

- (a) disclose to BCT any financial, personal or professional relationships with other people or organisations that could reasonably be perceived as conflicts of interest or as potentially influencing or biasing their work. The disclosure must outline the nature of the conflict/interest and any proposed arrangement for eliminating/managing a conflict;
- (b) not be professionally involved, directly or indirectly, with any scientific, research, educational or business activity which conflicts or is in competition with BCT's operations, except with BCT's prior written consent; and
- (c) not otherwise act in conflict with BCT's best interests or the interests of BCT's suppliers, customers or any other person or entity seeking to do business with BCT.

## **3 Work Outside of BCT**

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Staff Members must seek approval from their supervisor before they:

- (a) engage in paid work outside BCT; or
- (b) engage in unpaid work outside BCT where there is a potential conflict of interest.

## **4 Acceptance of Gifts and Benefits**

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- 4.1 Staff Members must not solicit or accept gifts or benefits which may, directly or indirectly, compromise or influence their position with BCT.
- 4.2 Staff Members should only accept gifts if they are satisfied that, in doing so, they are not compromising their position.
- 4.3 Staff Members must:
  - (a) report any offers or bribes or other corrupt behaviour to their supervisor, who will immediately report the matter to the Chief Executive Officer; and
  - (b) not engage in bribery or seek to corrupt others.

## **5 Public Comment**

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Staff Members must not make public comment except in accordance with BCT's policies in place from time to time. Public comment includes, but is not limited to, statements made about BCT and its activities by Staff Members and/or other BCT representatives during:

- (a) public speaking engagements;
- (b) newspaper, radio or television interviews; or
- (c) an expression of views in books, journals or other materials.

## **Use of BCT Information**

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Staff Members' obligations to BCT are set out in their employment contracts. Without limiting those obligations, Staff Members:

- (a) must maintain the confidentiality, integrity and security of BCT records and information;
- (b) must take all reasonable steps to prevent unauthorised access to, or misuse of, BCT records and information;
- (a) must not disclose confidential or private BCT records or information, without approval from their supervisor;
- (b) must not access or use BCT records or information, including electronic or printed information, for unauthorised purposes; and
- (c) must not destroy BCT records or information other than in accordance with BCT policy or relevant legislation.

## **6 Use of BCT Facilities, Resources and Equipment**

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- 6.1 Staff Members may use BCT facilities, resources and equipment for BCT purposes only.
- 6.2 Unauthorised use of BCT facilities, resources or equipment may lead to disciplinary action.

## **7 Internet**

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Staff Members must use BCT's computers, telephones and equipment with discretion and in accordance with BCT policies.

## **8 Work Health and Safety (WHS)**

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All Staff Members must assist BCT to maintain a safe and healthy work environment.

### Additional Information:

POL021 Respectful Behaviour