

WHAT IS A CODE OF CONDUCT?

A Code of Conduct provides guidance on acceptable standards of behaviour and how you are to conduct yourself and your duties while working towards achieving the goals of MEGT’s strategic plan.

WHY HAVE A CODE OF CONDUCT?

MEGT recognises the importance of staff contributions to the organisation and the impact that staff have on the working environment. MEGT has a proud reputation for acting with integrity in all of its dealings. By following the ethical principles outlined in the Code of Conduct this encourages an environment that makes MEGT a great place to work.

WHO DOES THIS CODE OF CONDUCT APPLY TO?

This code of conduct applies to all employees, trainees and contractors of MEGT Australia and its subsidiaries (MEGT).

WORKING WITHIN THE LAW

You will:	You will not:
<p>Inform yourself about applicable legal requirements before acting on behalf of MEGT and act at all times in accordance with the law.</p> <p>Make yourself aware of and work in accordance with MEGT’s policies and procedures.</p> <p>Operate carefully and safely keeping the workplace and our environment free of personal and environmental hazards and complying with occupational health and safety laws.</p>	<p>Engage in criminal or illegal behaviour while in the employ or service of MEGT.</p> <p>Disregard MEGT’s policies and procedures when carrying out work for, or on behalf of the organisation.</p> <p>Jeopardise the health and safety of yourself or others.</p>

WORKING WITH OTHERS

You will:	You will not:
<p>Be responsive, courteous and respectful when communicating and dealing with staff, clients or visitors to MEGT.</p> <p>Be non-discriminatory when dealing with others and making decisions.</p> <p>Avoid patronage or favouritism by treating all persons justly, irrespective of gender, sexual orientation, race, disability, religion, marital status, age, political conviction or other grounds.</p> <p>Protect the privacy of others and maintain appropriate confidentiality by following the Australian Privacy Principles.</p> <p>Operate in accordance with principles that support a “fair go” for all Australians and allow every person to enjoy his or her human rights without discrimination.</p>	<p>Engage in behaviour that could be considered abusive, bullying, intimidating, insulting, offensive, degrading or humiliating towards adults or children.</p> <p>Harass others or discriminate against them.</p> <p>Demonstrate unlawful discrimination when recruiting and/or selecting staff.</p>

WORKING WITH INTEGRITY AND DILIGENCE

You will:	You will not:
<p>Have the best interests of MEGT in mind in every decision you make, action you take or task you perform.</p> <p>Avoid situations which result in conflicting loyalties and declare all potential conflicts of interest between your personal interests and MEGT responsibilities.</p> <p>Be honest impartial and conscientious when carrying out your duties and observe procedural fairness (natural justice) in all decision making.</p> <p>Report genuinely suspected corrupt conduct such as fraud, pilfering or stealing to the appropriate manager or external authority.</p> <p>Inform your manager of any offer of gift or benefit.</p> <p>Act honestly and in good faith, and seek to achieve high standards in everything you do.</p> <p>Use MEGT's assets (including funds, equipment and information) responsibly and in the best interests of MEGT.</p> <p>Report genuinely suspected abusive or harmful conduct towards adults or children to the appropriate manager or Child Safety Person.</p>	<p>Accept any gifts or benefits in connection with the performance of your duties except for the occasional gift of up to \$150.00 in value or for the purpose of prize or award giving.</p> <p>Act in an irresponsible and disruptive manner toward others.</p> <p>Allow yourself or any staff member to suffer any form of discrimination or harassment or cause harassment to occur, to any person (Whistleblower) disclosing fraud or other corrupt conduct.</p> <p>Allow alcohol or drugs to affect your performance whilst acting in an official capacity or driving a company vehicle.</p> <p>Use MEGT's funds to provide excessive or inappropriate benefits (such as gifts or entertainment) for yourself or others.</p> <p>Use MEGT's assets other than for MEGT's purposes or interests.</p>

RESPONSIBILITIES

General Manager People & Safety

General Manager People & Safety or a People & Safety team member designated by the General Manager People & Safety is to develop, review, communicate, issue and monitor the effectiveness of this policy and to seek opportunities for improvement and amend as necessary.

Managers

All Managers are to implement and ensure employees, trainees and contractors understand and comply with the policy.

Employees, Trainees and Contractors

All employees, trainees and contractors must comply with this policy. Any employee, trainee or contractor who becomes aware of or suspects any breach of any law or this policy must alert the General Manager People & Safety (see Whistleblower Policy – 04-PP-002).

BREACHES OF POLICY

Breaches of MEGT's policies may have unintended and harmful consequences. Any person who engages in, causes, tolerates or condones any form of illegal conduct, discourages the reporting of a violation of law, or fails to come forward with evidence of illegal business conduct which he or she directly observes or has knowledge of, has violated this policy and may be subject to disciplinary action, including dismissal in serious cases.



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COMMUNICATION

This policy is available on the MEGT Intranet site.

IMPLEMENTATION AND REVIEW

This policy will be reviewed every two years or sooner if requested by management.

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