

Code of Conduct

CCS 5.1.2

We acknowledge the Traditional Custodians of the Tablelands region and recognise their continuing connection to country. We pay respect to Elders past, present and future.





Foreword

This Code of Conduct provides guidance on ethical standards for work-related behaviour. It details the expectations of us and our conduct while working for Tablelands Regional Council (TRC). The Code is based on the ethical principles and values in the [Public Sector Ethics Act 1994](#), including:

- integrity and impartiality
- promoting the public good
- commitment to the system of government
- accountability and transparency.

It applies when we are performing our jobs including representing TRC outside the workplace, and it applies to how we conduct ourselves in situations and circumstances such as:

- customer service
- workplace relationships
- work practices and performance
- work environment
- conflicts of interest
- relationships with suppliers
- gifts, benefits and entertainment
- outside employment
- resources and assets
- confidentiality of information
- public comment and release of corporate information.

Everyone working for TRC is expected to act in the public interest and exercise a duty of care for the present and future interests of the whole Tablelands community. Our role is to ensure that we are financially responsible, inclusive, equitable and accountable for our actions. We must comply with all laws, regulations, codes and standards.

We must always act in a way that upholds our values of customer service, integrity, teamwork and creativity. In our interactions with customers and each other we are expected to:

- be professional, considerate and courteous
- listen to and respect issues and concerns
- provide clear and concise information on our decisions and actions in a timely manner
- recognise and respond to the diverse needs of our community and act with proper regard and sensitivity
- act with integrity
- deal confidentially with information given to us.

We must ensure our powers and influence are used lawfully, balancing how we provide advice, make decisions, administer policy and deliver services.

Everyone has an important role to ensure our individual and collective actions appropriately reflect the trust placed in us by the community. Calling out inappropriate, fraudulent and corrupt behaviour and conduct is important for improving the integrity of TRC. Anyone who reports genuine concerns of wrongdoing will be supported, and the matter managed in a fair, efficient and consistent manner.

Our leaders are responsible for modelling and promoting this Code, and encouraging a culture where ethical conduct is recognised, valued and followed at all levels. The People and Culture Team are responsible for training and policies and procedures relating to the [Public Sector Ethics Act 1994](#) and this Code.

Dr Nikola Stepanov
Chief Executive Officer



Overview

Scope

The Code applies to all Tablelands Regional Council (TRC) employees, regardless of employment status, role and position. This includes permanent and temporary (full-time, part-time, flexible work arrangement and casual staff), volunteers, contractors and anyone who works in any other capacity for TRC.

Responsibilities

The Code describes how we will conduct ourselves when performing duties including when representing TRC outside the workplace.

We will comply with legislation, awards, certified agreements, directives and whole-of-government policies and standards. We will also adhere to [TRC policies, procedures](#), organisational values, strategic directions and other standards and requirements.

We each take personal responsibility to uphold this Code and demonstrate the principles and values of the [Public Sector Ethics Act 1994](#) in the way we perform our duties.

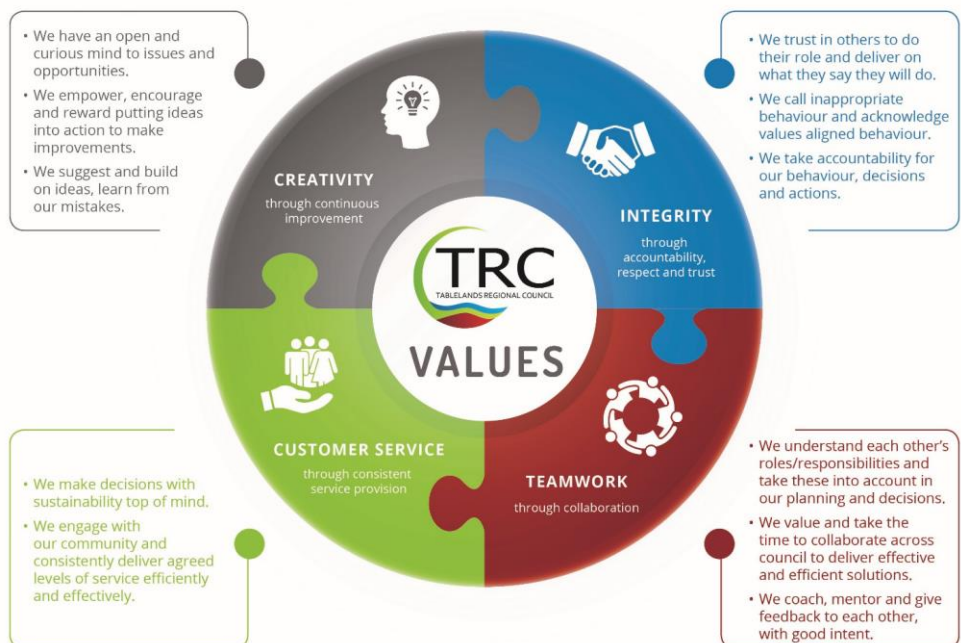


Corporate Values & Public Sector Ethics

Our values and the ethical principles in legislation guide our thinking, actions and decision-making.

Our Values

Our organisational values set the standard for appropriate workplace behaviour and play an important role in building a positive culture. Our shared values are:



Legislation

The [Public Sector Ethics Act 1994](#) identifies four fundamental ethical principles that guide our behaviour as public officials:

- integrity and impartiality
- promoting the public good
- commitment to the system of government
- accountability and transparency.

The [Local Government Act 2009](#) requires that our actions are consistent with these principles:

- transparent and effective processes and decision-making in the public interest
- sustainable development and management of assets and infrastructure, and delivery of effective services
- democratic representation, social inclusion and meaningful community engagement
- good governance of, and by, local government
- ethical and legal behaviour of Councillors and employees.

Under the [Working with Children \(Risk Management and Screening\) Act 2000](#) we are required to include a [statement for working with children and young people](#) in our Code that outlines appropriate behaviour of adults towards children.

Other relevant legislation relating to our Code of Conduct include:

- [Public Sector Ethics Act 1994](#)
- [Industrial Relations Act 2016](#)
- [Local Government Regulation 2012](#)
- [Crime and Corruption Act 2001](#)
- [Work Health and Safety Act 2011](#)
- [Public Interest Disclosure Act 2010](#)
- [Anti-Discrimination Act 1991](#)
- [Human Rights Act 2019](#)
- [Information Privacy Act 2009](#)
- [Child Protection Act 1999 \(Qld\)](#).

Working With Children & Young People Code of Conduct Statement

We are a child-safe organisation and create an environment where everyone feels safe, respected and valued. We promote and protect the rights, interests and wellbeing of children and young people.

We support the rights of children and young people and will act without hesitation to maintain a safe and caring environment. We also support the rights and wellbeing of our employees and encourage active participation in maintaining a secure environment for all, including young people.

We conduct working with children blue card checks of employees and volunteers who provide services and activities to children and young people, and have procedures to manage risks of harm to children and young people.

We are individually responsible for notifying our supervisor or manager if our working with children (blue) card lapses or is cancelled.

We will:

- follow organisational policy and guidelines for the safety of children and local, state and national laws about working with children and young people
- treat everyone with respect and honesty
- be respectful of children's rights, background, culture, religion, politics and beliefs
- set clear boundaries about appropriate behaviour with children in the organisation and community
- always have another adult present or in sight when working with, or in proximity to, children
- conduct ourselves in a manner consistent with our position as a positive role model to children, and as a representative of TRC
- report and act on breaches of these standards of behaviour
- report when a child discloses harm, or there is a suspicion of harm.

We will not:

- become involved in conversations of a sexual nature, make sexually suggestive comments or expose children and young people to the sexual behaviour of others
- initiate unnecessary physical conduct with children or do things of a personal nature that children can do for themselves
- correspond (including email, social media and/or mobile phone) about personal feelings with a child or young person
- spend inappropriate time with a child or young person or show special favours.



Standards of Conduct

Integrity & Impartiality

We seek to promote public confidence in the integrity of the public sector and:

- are committed to the highest ethical standards
- accept and value our duty to provide advice that is objective, independent, apolitical and impartial
- show respect towards everyone
- acknowledge the importance of the public interest and resolve conflicts of interest appropriately
- are committed to honest, fair and respectful engagement.

Behaviour Towards Each Other

We have a responsibility to conduct and present ourselves in a professional manner and demonstrate respect for everyone. We will:

- act in a way that reflects and upholds our values of customer service, integrity, teamwork and creativity
- work cooperatively with others and willingly participate and engage in team activities and training
- not participate in gossip
- respect the confidentiality of resolution procedures
- treat others with courtesy and respect, recognising they have the right to hold views that may differ from our own
- commit to a workplace that is inclusive and free from harassment and discrimination
- ensure the safety, health and welfare of ourselves and others in the workplace
- ensure our private conduct maintains our ability to perform our duties
- comply with obligations to report criminal charges and convictions.

Leaders and supervisors will behave in an exemplary manner and act as role models for employees by:

- leading by example
- maintaining open and honest communication
- maintaining fair, equal and consistent treatment of all employees
- providing adequate training and development opportunities equally
- providing a safe and healthy workplace
- encouraging collaboration and teamwork
- providing employees with clear performance expectations and ongoing constructive feedback
- addressing inappropriate behaviour.

Victimisation

Victimisation is subjecting or threatening to subject someone to harm because they have asserted their rights under equal opportunity law, made a complaint, helped someone else make a complaint, or refused to do something because it would be discrimination, sexual harassment or victimisation. Victimisation also includes threatening someone (such as a witness) who may be involved in investigating a concern or complaint.

Victimisation is against the law. It is also a very serious breach of this Code and will result in disciplinary action.

Workplace Bullying & Sexual Harassment

Creating a workplace that is free of bullying and harassment is everyone's responsibility. We will strive to prevent workplace bullying and sexual harassment, and address improper and inappropriate behaviours.

Resolution of Conflicts

We will seek to resolve conflict or disagreement in a way that is respectful, timely and acknowledges others' point of view. Disagreements will be managed in a calm, respectful and solution-focussed manner. We will not behave towards another person in a way that could be perceived as breaching this Code or our policies and procedures.

Conflicts of Interest

We acknowledge that conflicts between our duty as an employee and our personal interests may arise, including personal relationships, employment outside TRC, membership of special interest groups, and ownership of companies, businesses and property. Conflicts can arise from avoiding personal losses as well as gaining personal advantage — financial or otherwise.

We will declare actual and perceived conflicts of interest to our supervisor, manager, general manager or CEO and will not be part of decision-making processes until the conflict is resolved.

We will not take part in political affairs while on duty and will not use TRC's corporate ICT network, including internet access and email, and TRC workplaces for political messages or circulating defamatory or disparaging remarks against individuals and groups.

If we comment publicly in connection to external activities, we will make a clear distinction between our membership of the external organisation and our opinion as a TRC employee.

We will not use our role in TRC, TRC information or information gained in the course of our official duties, to advance our position or standing in an external organisation, or for the benefit or promotion of an external organisation. We will not provide TRC information to members of other groups, except where this information is publicly available.

Employment Outside TRC (Including Operating a Business)

We will obtain general manager approval before performing paid work outside of TRC where there may be a real or perceived conflict of interest or where the work may affect our ability to perform TRC duties.

Reporting Fraud or Corrupt Conduct

We have zero tolerance for fraud and corruption and are committed to acting in the best interests of the community and upholding the principles of honesty, integrity and transparency.

We will not engage or participate in fraudulent or corrupt conduct. We will take appropriate action to prevent and report suspected fraud, corruption and unethical conduct to the CEO, [Crime and Corruption Commission](#) or other relevant entity.

Anyone who makes an honest report will be protected and supported in accordance with the *Public Interest Disclosure Act 2010*.

Possible instances of fraud, corruption and unethical conduct includes, but is not limited to:

- behaviour that one person or a group of people intends to gain an unfair advantage over another
- obtaining money, assets, services and information that would otherwise be denied; or intentionally causing a loss of these items to TRC or other party
- concealment by falsification, defacement, destruction and the deliberate creation to mislead in an account, record or document (including electronic data)
- stealing, pilfering, extortion, corruption, embezzlement, forgery, unfair competition, commercial espionage, secret commissions, impersonation and deception
- deliberately overcharging a third party.

Influences on Decision Making

We will not influence anyone in an improper way with the aim to obtain personal advantage or favours. Our decisions will be fair and transparent. This can be achieved by following TRC policies and procedures, and keeping clear, accurate and complete records showing how decisions are made.

Accepting Gifts or Benefits

We will declare benefits to our manager or CEO in accordance with the Gifts, Benefits and Conflicts of Interest Policy from people we do business with or in the course of our duties. We will not accept anything if it could create a real, potential or perceived conflict of interest or be seen to be receiving a bribe.

Public Comments on TRC Business

The CEO, general managers, managers, Councillors and Communications Team are responsible for commenting publicly on TRC business and administration, in accordance with the Social Media Policy and Media Policy. We will refer media enquiries to the Communications Team.

The Communications Team will provide information to the public ensuring it is appropriately authorised, and that will properly represent TRC policy, activities and services. This includes social media comments and responses. We will not represent or reply on behalf of TRC, or as an employee.

Sometimes it might be appropriate to share our personal and professional experience. In these situations, including social media comments, we will ensure we do not breach this Code, confidentiality of TRC information or privacy of others. No comments should be made in a way that represents them as being made by TRC.

We will behave and conduct ourselves to a high standard online and in accordance with the Social Media Policy and Media Policy.

Fairness to Suppliers

We will comply with the procedures and delegations of authority for all stages of procurement and take reasonable, fair and consistent steps to allow all potential suppliers to bid for work. We will ensure we don't incur liability, enter into a contract on behalf of TRC or alter the terms or conditions of an approved contract, unless authorised to do so.

Promoting the Public Good

We:

- accept and value our duty to be responsive to the requirements of government and to the public interest
- accept and value our duty to engage the community in developing and effecting official public sector priorities, policies and decisions
- accept and value our duty to manage public resources effectively, efficiently and economically
- value and seek to achieve excellence in service delivery
- value and seek to achieve enhanced integration of services to better service clients.

Commitment to Excellence

We must strive to provide quality outcomes and deliver services aligned to community need. We will deliver a quality customer experience as outlined in our [Customer Experience Standards](#).

We will deliver on promises and treat members of the public with honesty, fairness, sensitivity and dignity.

Our customers have a right to complain and criticise and we value customer feedback. It is important we try to help customers report problems and lodge complaints.

Community Engagement

We are committed to meaningful community engagement to inform our decision-making processes and service delivery. It is important the community is clear about what it can influence and knows its interests have been considered in the planning process.

Our Community Engagement Policy and procedure outline effective engagement practices. We will comply with these when engaging with the community to ensure that decisions are made in the public interest.

Using TRC Property & Assets

TRC resources include but are not limited to:

- property
- plant
- equipment
- machinery and motor vehicles
- information and communication technical devices and systems
- computing resources
- goods
- products
- valuables.

It is an offence to misuse or allow someone to misuse property and assets. We will ensure assets are secured against theft and properly stored, maintained and repaired.

We will use TRC property and assets in accordance with policies and procedures. We will abide by security procedures for accessing assets, not permit unauthorised access to TRC assets and return assets and documents when our employment ends.

Using TRC Information & Communication Technology (ICT) Assets

Files stored on or information accessed using TRC's ICT assets including personal ICT devices is discoverable by TRC and may be utilised for investigations and other TRC purposes.

We can use TRC ICT assets for:

- accessing data, information, websites, etc. for official purposes and where it supports or informs our work
- limited personal use in accordance with Telecommunications Provision and Usage Policy.

We will not use TRC ICT assets to:

- store large quantities of personal data, photos and documents
- download, stream or store music, movies, video clips, pictures and other material not associated with our work
- make unauthorised copies of software, music, videos, games, etc.
- introduce, download or use unauthorised software
- access or circulate inappropriate material
- transfer, download or store TRC electronic files to or in a non-TRC location e.g. a home computer, personal email account, personal USB device or ICT device
- bypass or modify protection, restriction or security measures.

Intellectual Property & Copyright

Original work, inventions and products created through the course of our duties are the intellectual property of TRC. We will obtain written approval before arranging to publish or disclose articles or materials produced as part of our official duties.

We must respect the intellectual property rights of individuals and organisations outside TRC and not publish or disclose matters relating to TRC's intellectual property unless authorised. We will cite or acknowledge sources when referring to the work of others.

We will not infringe copyright law including the intellectual property of individuals or organisations including not taking, storing, copying or sharing audio, video and image files, printed media and software without license or approval.

Environment, Native Title & Cultural Heritage

We share the responsibility to protect our environment, create healthy surroundings for our community, and manage the impacts of air, water, land and noise pollution. This includes individual responsibility for our actions e.g. taking care in disposing of waste, using and storing chemicals, and reducing energy consumption and waste.

We also have a responsibility to minimise damage to recognised and potential cultural heritage sites. We will follow TRC policies and procedures when working in or near cultural heritage sites.

We have a responsibility to understand Native Title and engagement requirements for project delivery.

Working With Other Government Agencies

We aim to conduct our business with the best interests of the organisation and community. Building effective formal partnerships and leveraging informal networks with other government agencies, community and industry stakeholders helps us deliver quality services and outcomes. When working with federal, state and other government agencies we will:

- represent the interests and contribute to the achievement of TRC's strategic goals
- obtain approval from our manager before working on significant matters such as entering into formal agreements, advising on TRC's strategic position that has not been formally adopted by Council, and sharing or disclosing TRC information that is commercial-in-confidence and/or not publicly available.

We will seek guidance from our supervisor if we are uncertain.

Corporate Image

We are required to maintain the professional image of TRC especially in the way we present ourselves. We are aware that we are always representing TRC, and we will act accordingly to ensure that we do not damage or effect TRC's reputation and corporate image.

Commitment to the System of Government

We:

- accept and value our duty to uphold the system of government and the laws of the state, commonwealth and local government
- are committed to professionally and impartially effecting official public sector priorities, policies and decisions
- accept and value our duty to operate within the framework of ministerial responsibility to the government, parliament and community.

Acting Within the Law

We are expected to be reasonably aware of, and comply with, the law, policies, procedures and delegations relevant to our work. We will obey lawful and reasonable directions from supervisors, coordinators, managers, general managers and CEO.

We will report to our supervisor/manager if we are charged, or about to be charged, with an indictable offence, are subject to an indictable offence conviction, are subject to a summary conviction, or our driver licence is lost or suspended. This disclosure will be treated confidentially.

Raising Concerns

We have the right to comment on and raise concerns with our supervisor/manager about TRC policies, practices or priorities where they impact on our employment. This will be done in a reasonable and constructive way and we take responsibility for our comments and views.

We accept that TRC has the right to determine its policy, practices and priorities and that we must comply with all reasonable, safe and lawful instructions, whether or not we agree.

When raising complaints or grievances, we will act with honesty and in good faith. Complaints that are considered vexatious or frivolous will not be progressed and may be managed as breaches of this Code.

TRC leaders are the primary decision makers in relation to work related matters. We will not contact or raise concerns about workplace issues with the Mayor or Councillors.

Promoting Public Interest

We make recommendations and decisions in an impartial manner to promote the public interest.

It is not acceptable to improperly use our official powers or position. Partiality to business associates, relatives, friends and companions in providing rewards, privileges, jobs, contracts or other benefits that are not equally available to others is considered improper conduct.

Advice to Elected Officials

Communication between Councillors and employees must be in accordance with our Acceptable Requests Guidelines. When authorised to do so, we will give Councillors advice that is thorough, responsive and unbiased. We will discuss with our supervisor perceived conflicts between a Councillor request and TRC policies.

Accountability & Transparency

We:

- are committed to exercising proper diligence, care and attention
- are committed to using public resources in an effective and accountable way
- are committed to managing information as openly as practicable within the legal framework
- value and seek to achieve high standards of public administration
- value and seek to innovate and continuously improve performance
- value and seek to operate within a framework of mutual obligation and shared responsibility between public service agencies, public sector entities and public officials.

Diligence, Care & Attention

We will carry out our duties in an honest, responsible and conscientious manner, and to the best of our ability. This includes:

- applying due care and protecting the health and safety of others
- maintaining responsible work ethics, owning mistakes and being accountable for actions and decisions
- creating and maintaining accurate records including work and leave periods
- establishing and maintaining a high standard of customer experience
- providing accurate and impartial advice to customers
- maintaining and improving our professional knowledge and skillsets

- ensuring we carry out work:
- diligently, accurately and to required performance standards and timeframes
- in a manner that is consistent with our employment contract
- with due care and in a timely manner to prevent delays, extra costs or dissatisfaction for TRC and its stakeholders
- demonstrating procedural fairness and natural justice when making decisions
- exercising our lawful powers and authority with care and for the purpose for which they were granted
- complying with reasonable and lawful instructions
- being economical, and avoiding waste and extravagance
- giving priority to official duties over personal activities
- conducting our self in a way that instils confidence and trust in TRC
- acting professionally and avoiding situations where our conduct could reflect badly on TRC's image and reputation, and impact the workplace environment
- avoiding negligent conduct by applying attention to detail, obtaining direction or guidance and managing our time
- not allowing our conduct to distract or prevent others from working
- proactively seeking assistance if we are experiencing difficulties
- helping TRC achieve its vision, values and purpose by improving systems and practices
- working with our supervisor to identify and apply for development opportunities relevant to our role and responsibilities
- actively participating in achievement and development planning
- actively contributing to developing and improving business planning and processes, including innovative ways of delivering services.

If we are responsible for managing or supervising others, we will also ensure:

- we model the values and principles outlined in this Code, and ensure our employees understand and comply with the Code
- we do not come under a financial obligation to employees we supervise or manage
- our work and the work of those we supervise contributes to the achievement of TRC's goals
- employee performance is monitored and constructive and regular feedback is given
- employees are given training opportunities to assist in developing their careers, where possible
- workloads are fairly distributed
- resourcing for a work team is neither excessive nor inadequate for the job
- employees who collect, handle and disburse money are properly supervised
- work times, overtime, allowances and absences are correctly recorded on time sheets and pay summary reports, and time is accurately costed
- we do not exercise our delegations until we have considered the necessary information and are satisfied legislative and procedural requirements are met
- we take appropriate action if breaches of this Code are suspected.

Procedural Fairness

We are expected to uphold the principles of procedural fairness. These principles are fundamental to the administration of justice and ensuring a fair and correct decision has been reached.

The principles include the following elements:

1. Disclosure — decision makers will inform individuals of the case made for or against them.
2. Reasonable opportunity to respond — decision makers will give the individual a right to be heard and present their case.
3. Impartiality — decision makers will be impartial and free from bias in the matter and will ensure the decision is based upon sound reasoning and relevant evidence.

Acting Within Corporate Limitations

We will acknowledge and understand the scope of our delegated authority, our terms of employment and the policies and procedures relevant to our role. It is not acceptable to act outside the scope of our delegated authority and employment.

Lawful & Reasonable Instructions

It is not acceptable to fail to comply with lawful and reasonable instructions related to our role. However, we will inform our supervisor if we are obliged to carry out an instruction that contravenes health and safety or appears to be an unlawful or unreasonable. We will raise the issue at a higher level if the supervisor does not consider our concern as legitimate or reasonable and we still have concerns regarding health and safety or unlawfulness.

Privacy & Confidentiality

We hold sensitive, private and confidential information about commercial-in-confidence matters, individuals and businesses that could be detrimental to those entities if released.

We will:

- handle, store and share official information for the purpose for which it was collected or authorised in accordance with TRC policies and procedures
- only collect, handle, store and share official information relevant to our TRC duties
- collect, handle, store and share personal information according to the *Information Privacy Act 2009*
- respect the copyright, trademarks and patents of suppliers
- not use official information to further personal interests.
- take care about discussing work matters with anyone not entitled to know
- protect confidential files and information
- not share access to TRC systems with others.

We will continue to adhere to these obligations if we transition to a different role, complete a project or contract, or terminate employment. Unauthorised disclosure or use of confidential information is a breach of policy and may be an offence.

Public Money

We will maintain high standards of accountability when collecting and using public money.

We cannot borrow or use TRC money for private purposes, including using corporate credit cards.

Attendance At & Absence From Duty

We will follow TRC agreements, policies and procedures on attendance at work and when absent from the workplace. This includes accurately and truthfully recording work and leave periods, being punctual and notifying our supervisor of unscheduled absences prior to the beginning of our shift (where practicable), and not being absent without approval.

Absence without approval and without reasonable excuse can create safety concerns and loss of productivity and may result in disciplinary action.

Work Health & Safety

We are all committed to zero harm in the way we conduct our business and activities. Under the [Work Health and Safety Act 2011](#) and our [policies and procedures](#), we have a responsibility to:

- take reasonable steps to ensure our safety, health and welfare in the workplace
- fellow workers and the community for psychological and physical health and wellbeing
- adhere to workplace health and safety systems including identifying hazards and managing risks
- attend work fit and able to safely engage in activities
- follow reasonable work health and safety instructions
- use personal protective clothing and equipment as required and instructed
- not place ourselves or others at risk
- immediately report incidents and hazards, and support investigations
- not attend work or conduct TRC business whilst impaired by drugs or alcohol
- take corrective action to make the workplace and work activities safe and implement improvements.

Human Rights

The *Human Rights Act 2019* requires us to act compatibly with human rights and to consider human rights before making a decision.

For a decision, policy or action to be compatible with human rights, it cannot limit a human right or can limit a human right only to the extent that it is considered reasonable and demonstrably justified.

We will ensure we are familiar with the human rights related to our role and ensure these steps are demonstrated when taking an action or making a decision.



Upholding this Code

TRC is committed to ethical workplace practices and reporting of wrongdoing is encouraged.

The CEO, leaders and supervisors have a responsibility to make fair, transparent and consistent decisions regarding allegations of behaviour that does not align with this Code.

Employees who report genuine concerns of wrongdoing and manage reports of suspected wrongdoing will be supported in a fair, transparent and consistent manner, ensuring natural justice is applied.

Obligation to Report

We have an obligation to report concerns and suspected breaches of this Code. The *Public Interest Disclosure Act 2010* gives the right and protection to report serious wrongdoings using:

- internal channels e.g. supervisor, coordinator, manager, general manager, CEO or People and Culture representative.
- external channels e.g. Crime and Corruption Commission, Anti-Discrimination Commission, Queensland Police Service, etc.

Allegations of fraud, corrupt conduct and serious misconduct must be reported to the [Crime and Corruption Commission](#), [Queensland Audit Office](#) and/or [Queensland Police Service](#).

We understand we may be suspended from duty if there is suspected misconduct, including corrupt conduct, and/or while an investigation is progressed.

Breaches of this Code

A breach of this Code damages business, community and work relationships. Any act or lack of action that contravenes the Code may be a breach of legislation, policy and procedure. Suspected breaches will be treated individually, and relevant circumstances will be considered.

When investigating suspected breaches, the principles of natural justice will apply and reasonable management action taken to address them. Formal disciplinary proceedings may apply.



Ethical Decision Making

We will ensure we act ethically in our decision making including making sure our actions are:

- within our power to take, legal and in line with policies and this Code
- documented so a statement of reasons can be supplied, consistent with TRC vision, values and purpose
- supported by advice from specialists, where required.

This guide will assist you to reach an ethical decision based on the facts and circumstances of a situation.

Assess the situation	<ul style="list-style-type: none"> • What are the facts and circumstances? • Does it break the law or go against TRC policy? • Which of the four principles applies to the situation? • Who is affected and what rights do they have? • What are our obligations and responsibilities?
Look at the situation from TRC's perspective	<ul style="list-style-type: none"> • As a public official, what should you do? • Does it comply with TRC's values? • What are the relevant laws? • Are there existing policies/guidelines/procedures that can give guidance? • Who should be consulted?
How would others view your actions	<ul style="list-style-type: none"> • Would the public view your action or decision as honest and impartial? • Would a reasonable person think you used your powers or position inappropriately or improperly? • Is there a conflict of interest? • Will you be embarrassed if others know you took this action or made this decision? • How would it read in the media?
Consider the options	<ul style="list-style-type: none"> • What options and consequences are consistent with TRC's values, the four principles and your obligations? • What are the legal implications? • What are the costs and long-term consequences? • How would the public view each option? • What will be the outcome for TRC, your colleagues, others and you?
Choose your course of action	<ul style="list-style-type: none"> • Make sure your course of action is: <ul style="list-style-type: none"> • within your authority and delegations • legal and in line with this Code and TRC policy • fair and able to be justified • documented to ensure that a statement of reasons can be produced • consistent with TRC's vision and values • supported by relevant TRC advice.



Assistance

We will seek advice from our supervisor, manager or People and Culture Team if we are unsure how to apply this Code in our workplace or need advice on how to report a suspected breach.