

## CODE OF CONDUCT

<b>Policy Number:</b>	P07.02	<b>Version:</b>	02.00
<b>Category:</b>	People and Culture		
<b>Last Reviewed:</b>	June 2025 (BM119   OoS)	<b>Next Review:</b>	May 2027
<b>Policy Sponsor:</b>	Chief Executive Officer		
<b>References:</b>	P07.02 Whistleblower Policy; P07.04 Privacy Policy; P07.05 Preventing and Managing Discrimination, Bullying and Harassment at Work; P07.13 Performance Review and Development Policy; P07.14 Corrective Action and Discipline Policy; PHA Values in Action Statement		

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## 1. Purpose

In order to ensure that Plant Health Australia (PHA) continues to be regarded as a professional and ethical organisation, employees at all times are expected to display the highest standards of professional and personal conduct in serving the needs of Members and stakeholders.

## 2. Scope

This policy outlines the standards of professional and personal conduct expected from PHA employees, Board Directors, agents and contractors and this policy applies to all these parties.

## 3. Principles

The Code of Conduct aims to:

- outline the standards of professional and personal conduct required of employees, Board Directors, agents, and contractors
- ensure appropriate use of company resources
- appropriately manage conflicts of interest
- protect and promote the company's reputation.

The Code of Conduct applies to all work-related situations, including work-related travel, conferences, sponsored events, dinners, and social activities.

## 4. Obligations, roles and responsibilities

### 4.1 Employees and contractors

All employees have an obligation and duty of care to:

- be informed about the PHA Code of Conduct and abide by its requirements
- comply with prevailing community standards of equity, justice, fairness, and compassion in dealing with others within and beyond the company
- perform duties in a responsible and professional manner, with due regard for company policies and other legal requirements and obligations
- exert responsible stewardship of company resources
- promote and protect the company's reputation in the wider community
- act appropriately when a conflict arises between our self-interest and our duty to the company

### 4.2 CEO and PHA Board

As senior leaders, the PHA CEO and Board must ensure that they adhere to and champion the code at the highest level, thereby setting the standard for the rest of the organisation and ensuring that all PHA representatives conduct themselves professionally and personally at a consistently high level.

## 5. Behaviour

### 5.1 Personal conduct

All employees are expected to:

- treat everyone with courtesy, respect, kindness, consideration, and sensitivity to their rights
- refrain from all forms of bullying or harassment and discrimination based on gender identity, race, religious belief, political affiliation, pregnancy, disability, sexual orientation, or illness
- always act honestly, in good faith, and respectful of the trust placed in us
- respect each individual's rights to privacy and keep personal information in confidence
- consider the impact of our decisions and behaviour on the wellbeing of others
- refrain from acting in any way that would unfairly harm the reputation and career prospects of other employees
- refrain from allowing personal relationships to affect professional relationships
- seek advice from an appropriate manager where a colleague's behavior is perceived to be in breach of the Code, and report any suspected corrupt, criminal, or unethical conduct to the CEO or the Chair of the Board, as appropriate.
- practice the PHA Values of Integrity, Innovation, Collaboration, Care and Leadership as operationalized in our Values in Action statement.

### 5.2 Professional conduct

All employees are expected to:

- conduct all assigned duties and follow all reasonable instructions issued by their supervisor and/or the Chief Executive Officer
- perform our duties diligently, impartially, conscientiously, with integrity, and to the best of our ability

- take responsibility for the health and safety of ourselves and others when performing our duties
- keep up to date with advances and changes in the body of knowledge and the professional and ethical standards relevant to our area of expertise
- strive to always achieve the highest product, service, and professional standards
- comply with any relevant legislative, industrial, or administrative requirements including observance and application of anti-discrimination policy
- comply with the principles of environmental responsibility
- foster teamwork and collegiality among all employees, and always give due credit to the contributions of others
- maintain adequate documentation to support any decisions made
- take no improper advantage of any official information gained in the course of our employment
- refrain from allowing personal political views and/or affiliations or other personal interests to influence the performance of duties or exercise of responsibilities
- practice the PHA Values of Integrity, Innovation, Collaboration, Care and Leadership as operationalized in our Values in Action statement.

## 6. Stewardship of company resources

All employees are expected to:

- use company technical and physical resources properly, responsibly and for legitimate purposes only, refraining from use of email or internet to access, send or receive sexually explicit, suggestive, racist, sexist, or derogatory or demeaning material
- seek permission before using company property for personal purposes
- use resources in a manner that causes no harm to the community or environment
- strive to always obtain value for company money spent and avoid waste and extravagance in the use of company resources
- secure all company property against theft or fraud
- maintain the security, integrity, and confidentiality of all company intellectual property and relevant company commercial and other information as per the Australian Privacy Principles (APPs) contained in the *Privacy Act 1998 (Cth)*.

## 7. Protection and promotion of the company's reputation

All employees are expected to:

- promote the company wherever possible, within the scope of their role, during professional dealings with others
- refrain from representing themselves as official spokespersons, or acting for or on behalf of the company unless authorised to do so (and when in doubt, seek advice from the CEO)
- refrain from engaging in any activity that may compromise the company's integrity and reputation.

## 8. Dealing with conflicts of interest

All employees are expected to:

- ensure that our financial and other interests and actions do not conflict or seem to conflict with the obligations and requirements or our company position – or advance our own interest over those of the company
- avoid any financial or other interest or undertaking that could directly or indirectly, compromise the performance of our duties
- take all suitable measures to avoid or deal appropriately with any situation in which we may have or been seen to have a conflict arising out of our relationship with others within or beyond the company

- complete a written form to declare the presence or absence of any real or apparent conflicts of interest. This is to be done upon commencement of employment, as well as during the course of employment at PHA, within seven days from when a change in an employee's circumstances necessitate declaring a new real or apparent conflict of interest
- notify the CEO of the existence of an actual or potential conflict of interest by completing a written declaration
- declare in writing our relationship when participating in decisions affecting another person with whom we have a personal relationship.

Situations that may give rise to conflict of interest include, but are not limited to, the following:

- financial interest in matters PHA deals with – PHA employees or Board members may find themselves in a position in which fulfilment of their functions and duties may confer material benefits to themselves, their families, relatives or close associates
- personal relationships with employees of PHA members - employees should avoid and must disclose to PHA any situations which may require them to work with an employee of a PHA member organisation with whom they have or have had a personal, commercial, familial or other significant relationship
- personal relationships with other employees – employees should avoid and must disclose to PHA any situations which may require them to supervise another employee with whom they have or have had a personal, commercial, familial or other significant relationship. It is also expected that employees will disclose to PHA any personal relationships with current or prospective employees which may give rise to a conflict of interest
- personal relationships with people PHA is dealing with e.g. contractors or tenderers
- secondary employment that compromises the integrity of PHA. (i.e. outside work must not be accepted where it may cause a conflict between the employee's private interests and duties to PHA.

## 9. Compliance and breaches

All company employees must comply with this Code of Conduct and report any breaches to their manager or the CEO as appropriate.

Employees whose conduct falls below the standards outline in the Code will be counselled accordingly and/or disciplined in accordance with P07.14 Corrective Action and Discipline Policy, and depending on the severity of the misconduct, the applicable sanction may range from a formal warning to summary termination of employment.

## 10. Resolving issues of concern under the Code of Conduct

- It should be noted that minor or isolated breaches of the Code may not warrant action but, as part of a pattern of behaviour, may be viewed more seriously.
- As a general principle, and wherever it is possible to do so, employees should attempt to resolve an issue at the local level. This may involve an employee discussing the matter directly with their immediate supervisor. If the matter is not able to be resolved at that level, or if the matter directly concerns the supervisor, discussions should be held with their supervisor's supervisor. Employees may also seek advice from People and Culture, the Chief Executive Officer or the Employee Assistance Program.
- The relevant supervisor will assess the issue to determine the most appropriate course of action to follow, which could involve referring the matter directly to People and Culture or the Chief Executive Officer. If the matter is related to work performance or employment conditions, the supervisor will follow the relevant procedures (see the Performance Review and Development policy).
- Serious breaches of this Code, criminal activity, breaches of law, dishonest or unethical behaviour, financial fraud or mismanagement, inter alia, may be reported in accordance with the Whistleblower Policy

- Record keeping: Notes should be taken at all stages of the resolution process, including where an employee raises a concern under the Code and the supervisor intervenes to resolve it without otherwise formally managing the concern. Records or notes of the supervisor, manager, People and Culture, and the Chief Executive Officer and copies of relevant communication during the resolution process should be stored on a confidential PHA file.

## **11. Review and responsibilities**

This policy is part of the induction process and is to be reviewed every two years. Any changes to this policy will be presented to employees.