



Code of Conduct

1. Purpose

To present ourselves and WestCycle in the best possible manner, our “People” (Board, staff, volunteers, contractors) are expected to be scrupulously impartial and honest in all affairs relating to WestCycle. Our work with government and the community requires building and maintaining trust through honest and respectful behaviour and ensuring that we do not benefit from personal gain through our interactions. Our People also bear a responsibility to act as ambassadors for WestCycle in their general conduct both within and outside WestCycle. This policy outlines the general requirements for the conduct of our People.

2. Culture

This Code of Conduct is more than a set of rules to instruct Our People how to behave. The foundation is a set of values and behaviours that are exhibited to create a harmonious and highly functioning organisation that are based on our values.

OUR VALUES		
<p>LEADERSHIP</p> <ul style="list-style-type: none"> We inspire growth and action. We provide direction, motivation and guidance. We take a big picture view. We strive to raise the standards for the whole industry. 	<p>COLLABORATION</p> <ul style="list-style-type: none"> We do great things together. We deliver success through shared goals and mutual support. We help and support each other to achieve a collective goal. We listen and evolve together. We facilitate the use of collective knowledge and energy. 	<p>SUSTAINABILITY</p> <ul style="list-style-type: none"> We build an organisation for the future. We take care of our team. Success breeds sustainability. We make decisions and act with regard to the environment, our economy and society.

Our People must commit to fostering a harmonious environment which includes:

- Always being respectful and courteous towards customers, clients, business contacts and colleagues;
- Working collaboratively within the team;
- Ensuring open, friendly, respectful and transparent communication.

3. Expectations

General expectations are as follows:

Our People

- show and earn respect by living our values.
- perform any duties associated with their position in a conscientious, competent and honest manner, consistent with our values.
- treat all others with respect and courtesy, having regard for their dignity and rights.
- exercise the degree of care, skill and diligence that a reasonable person in a like position would exercise in the conduct of their duties.
- will be accountable for their decisions, financial management, confidentiality and use of property.
- will manage conflicts of interest.
- identify and manage risk by treating risk as a core business plank.

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- o act fairly and equitably, respecting diversity
- o act in public in a professional manner
- o use social media so it does not compromise WestCycle's reputation and does not include derogatory, shaming or other personal attacks towards or about staff, the governing body, volunteers, client or other stakeholders.
- o attend meeting as required.

4. Safe working environment (health & Safety)

Our People

- o are to perform their duties in a safe and competent manner in accordance with occupational health and safety legislation, regulations and policies applicable.
- o must take care not to put themselves or others at risk or reduce their ability to carry out their duties through unsafe practices, inappropriate behaviours or the misuse of alcohol or drugs.
- o take action in preventing, identifying and responding to workplace health and safety risks.

5. Respectful workplace

Our People will maintain zero tolerance for discrimination, harassment, workplace bullying and victimisation in the work environment. Please refer to the WestCycle Respectful Workplace Policy for further details.

6. Public and media comment

Public communications on behalf of WestCycle are to be undertaken by the CEO or Chair, who may delegate responsibility to Board members or team leaders who have a higher level of knowledge of the topic.

Individuals have a right to give their opinions on political and social issues as members of the community. Care must be taken to ensure that by doing so there is no suggestion to a third party that the Advisory Group member is acting on behalf of, or with the support of, WestCycle. To avoid any misunderstanding, no organisation person should permit his or her organisation affiliation to be noted in any outside organisation's materials or activities without the express written approval of the Chief Executive Officer.

7. Gifts and Hospitality

WestCycle requires its People to ensure that gifts and hospitality offered by suppliers and potential suppliers of goods and services to WestCycle are not to the benefit of any individual.

Our People may attend or participate in events as a guest of a supplier, agency, business contact or the like upon the approval of the CEO in order to network.

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8. Property and Security

Our People are to take all reasonable steps to maintain in good condition all WestCycle equipment or property, ensure that all reasonable steps are taken to prevent loss or theft.

9. Conflict of interest

Our People declare and manage any potential, actual or apparent conflicts of interests in order to protect the integrity of WestCycle and manage risk.

A conflict of interest occurs when a person's personal or professional interests' conflict with their responsibility to act in the best interests of WestCycle.

Personal interests include direct interests, as well as those of family, friends, or other organisations a person may be involved with or have an interest in (for example, as a shareholder).

A conflict of interest may be actual, potential or perceived and may be financial or non-financial. In such cases the Advisory Group member must declare their interest (which is to be recorded in the meeting notes), and if the Chair directs, the member is to be excluded from deliberations on the matter.

Once an actual, potential or perceived conflict of interest is identified, it must be entered into WestCycle's register of interests.

10. Speak up

Our People take responsibility for reporting conduct by other staff, Board members or volunteers which contravenes, or is suspected of contravening, any law, organisational policy and procedures, or this Code of Conduct.

The Speak Up Policy ensures that any disclosures will be treated in a confidential and sensitive manner.

11. Privacy

WestCycle is firmly committed to protecting the privacy and confidentiality of personal information and maintain various physical, electronic and procedural safeguards to protect personal information in our care.

WestCycle's Privacy Policy explains in general terms how we protect the privacy of personal information.

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12. Child Protection

Our People are responsible for maintaining a professional role when interacting with children and young people in accordance with any relevant WestCycle policies including WestCycle's Child Protection Policy and Dealing with Disclosures Policy, ensuring that clear professional boundaries protect everyone from misunderstandings and/or violations of that relationship.

13. Confidentiality

At all times confidentiality must be maintained. No information can be released to unauthorised persons or organisations.

14. Intellectual Property

WestCycle is the owner of intellectual property created in the conduct of business. Our People must obtain written permission to use the WestCycle intellectual property for purposes other than WestCycle business.

15. Consequences of Breach of this Policy

Termination of engagement, may be taken for breaches of this policy or any aspect of this policy.

16. Review

This policy and its implementation will be reviewed on an ongoing basis in terms of its suitability and effectiveness. Internal control systems and procedures will be audited regularly to ensure that they are effective in minimising the risk of non-compliance with this policy.

Our People are required to understand and comply with this policy and to follow the requirements set out in this policy.



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17. Acknowledgement

I acknowledge that I am required to read and understand WestCycle’s policies as detailed in the WestCycle Policy Bank.

I, _____

(staff member/volunteer/Board Member), have read, understand and agree to this organisation Code of Conduct.

I commit to the required standards of behaviour and practice as outlined in the Code of Conduct.

Employee/volunteer/Board Member signature

Date