



Code of Conduct

1. Purpose

To present ourselves and WestCycle in the best possible manner, our “People” (Board, staff, Advisory Panel, 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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- act fairly and equitably, respecting diversity in the environment which they work in.
- act in public in a professional manner, when representing WestCycle, that does not reflect adversely on WestCycle or other staff, volunteers, or Board.
- use social media in accordance with the Advocacy and Social Media Policies 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.
- should at all times conduct themselves in such a way as to enhance the reputation of WestCycle.
- comply with WestCycle policies.
- will role model and hold each other accountable for the organisation values, strategic outcomes and behaviours in the organisation.
- maintain a high standard of business relationships.

4. Safe working environment (health & Safety)

Our People

- are to perform their duties in a safe and competent manner in accordance with occupational health and safety legislation, regulations and policies applicable.
- 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.
- take action in preventing, identifying and responding to workplace health and safety risks.

5. Respectful workplace

Our People will interact with our colleagues and our stakeholders with professionalism, in an environment of respect, dignity and fairness. Our People 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 employee is acting on behalf of, or with the support of, WestCycle. To avoid any misunderstanding, no organisation employee should permit his or her organisation affiliation to

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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.

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

Staff members and family of staff must not accept personal inducements, and gifts, benefits and hospitality which are, or could reasonably be interpreted to be, designed to secure influence or preferential treatment in favour of the giver.

Where possible a gift of over \$50 in value should be declined. However, there may be occasions where declining a gift may not be respectful. In such cases the gift must be declared and provided to the CEO, who will determine a process for the retention of the gift that ensures there is no favour shown to the giver. This applies, whether the gifts or hospitality are offered within, or outside normal working hours.

An exception to this is trivial gifts with a nominal value of less than \$50 such as a calendar, diary, chocolates or mugs can be accepted.

Staff and board members may compete in events and may be offered free entry by the organisers. This is considered to be a benefit for WestCycle and is acceptable.

All other gifts must be politely refused or, if received through the post, returned to the donor with a suitably worded letter signed by the recipient.

8. Property and Security

Our People are responsible for all WestCycle property, equipment (including vehicles, laptops and mobile phones, etc.), materials, or written information issued to them, or in their possession or control.

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 and must not use any WestCycle property, equipment or materials for any purposes other than Company related purposes, without first getting permission from their Manager.

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.

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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).

It also includes a conflict between a board member's duty to WestCycle and another duty that the board member has (for example, to another charity, work or business matter). A conflict of interest may be actual, potential or perceived and may be financial or non-financial. In such cases the Board member must declare their interest (which is to be recorded in the minutes), and if the Chair directs, the Board 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.

A staff member conflict is to be brought to the attention of the CEO who will determine the action, if any, that is required.

10. Speak up

Our People take responsibility for reporting conduct by other staff, governing body 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.

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.

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13. Transaction of Private Business

Our People having official dealings with contractors and other suppliers of goods or services must avoid transacting any kind of private business with them by any means other than WestCycle's normal commercial channels. No favour or preferences as regards price, or otherwise, which is not generally available, should be sought or accepted.

Staff are able to access discounts which are normally offered to the public or members of organisations as part of normal business operations.

14. Confidentiality

All parties acknowledge that during the course of their involvement with WestCycle, they may have access to confidential and proprietary information. This information includes, but is not limited to, member lists, financial records, strategic plans, grant terms, programs and initiatives and personal information of our People.

All parties agree to:

1. **Maintain Confidentiality:** Keep all confidential information strictly confidential and not disclose it to any third party without prior written consent from the CEO.
2. **Use of Information:** Use the confidential information solely for the purpose of fulfilling their duties and responsibilities with WestCycle.
3. **Protection of Information:** Take all necessary precautions to protect the confidentiality of the information, including but not limited to, secure storage and restricted access.
4. **Return of Information:** Upon termination of their involvement with WestCycle, return all confidential information in their possession or control.

15. 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.

16. Consequences of Breach of this Policy

Disciplinary action, including termination of employment, may be taken against you if you breach this policy or any aspect of this policy.

If through their actions or omissions staff are found to be in contravention of either this policy or, indeed, their legal responsibilities then WestCycle reserves the right to take legal action if it deems it to be necessary to do so.

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17. 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.

18. Related Documents

- Advocacy Policy*
- Business Conduct Policy*
- Child Protection Policy*
- Conflict of Interest Policy*
- Drug & Alcohol Policy*
- Governance Charter*
- Internet & Email Policy*
- Privacy & Data Collection Policy*
- Respectful Workplace Policy*
- Speak Up Policy*
- Work Health Safety & Environment Policy*

19. 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



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Date