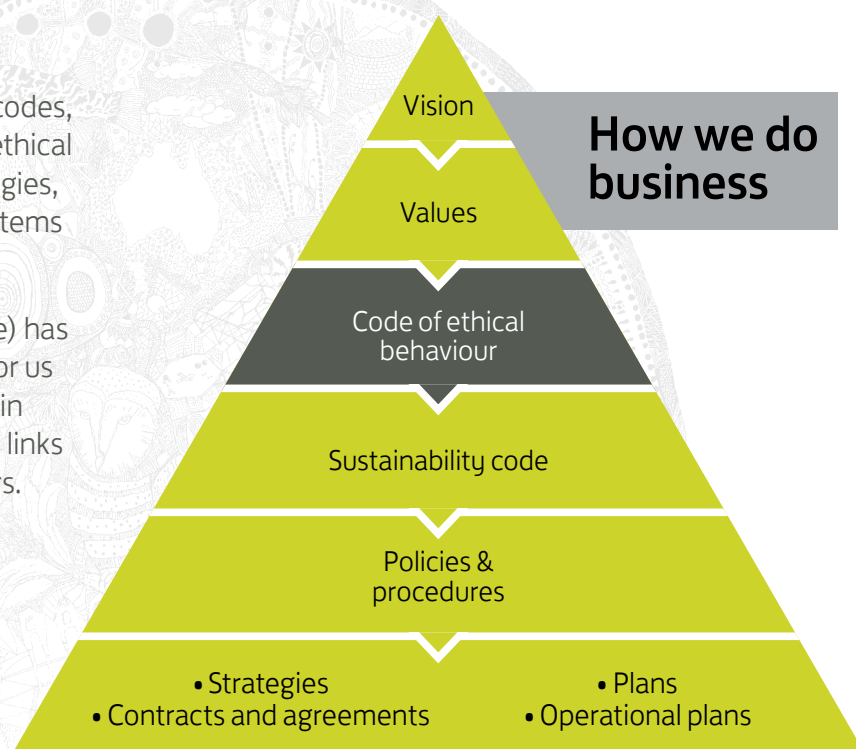


# Code of ethical behaviour

The Hydro Tasmania group has two codes, the Sustainability code and Code of ethical behaviour. These codes sit above strategies, policies, standards, procedures and systems to appropriately guide our behaviour.

Our Code of ethical behaviour (our Code) has the purpose of providing a framework for us to make ethical decisions and behave in alignment with our values. It provides links to resources that help guide behaviours.



## What are ethics?

Whenever you question 'What should I do?' You are considering the 'ethics' of the situation.

You may not find the 'right' or the 'wrong' answer, but by considering the six points below, you will work towards making an ethical decision.

- I. Discuss the situation with others in your workplace to get other objective viewpoints;
- II. Consider what you would do if it were your money, time or equipment;
- III. Imagine changing places and being on the receiving end of your decision;
- IV. Consider whether you could adequately defend your actions to your manager, someone in your family;
- V. Think about who will benefit - will it be fair to Hydro Tasmania, the customer and yourself?
- VI. Does your response align with our values?

## Applying Our Code

Professional behaviour and personal integrity cannot be prescribed by written rules alone; they depend on our common sense and the application of our business values through our behaviours.

Using each of our values, key business expectations and associated resources to support ethical behaviours are detailed below.

All our people are covered by our Code. We encourage our suppliers and contractors to be aware of our Code.

### We put people's health and safety first

- We work to achieve our [safety commitment](#) and safety vision "no harm to anyone at any time".
- We aim to comply with legislation, regulations, licences, codes and standards that pertain to our industry as outlined in our [OH&S Commitment](#).
- We actively promote a [safety culture](#) with our suppliers and customers

# Code of ethical behaviour

## We build value for our partners and customers through innovation and outstanding service

- We communicate with our stakeholders to increase awareness of our values and behaviours;
- We make a positive difference in communities in which we operate;
- We recognise we are a large buyer of goods and services and award our business fairly.

## We behave with honesty and integrity

- We avoid conflicts of interest;
- We act fairly and without bias, refusing to give or accept favours or gifts (secret commissions) that could be seen as bribery or involve corruption;
- We ensure that information or intellectual property acquired or developed in the course of our employment is kept confidential and ownership is retained by Hydro Tasmania.

## We work together, respect each other and value our diversity

- We are proactive in raising concerns about issues that we see in the behaviour of our colleagues, our partners, suppliers or customers;
- We avoid discrimination, bullying or harassment in relation to anyone we deal with, guided by our Enterprise Agreements;
- We treat everyone with respect and in accordance within our Equal Opportunity Guidelines;
- We strive to embrace change as part of our working environment.

## We are accountable for our actions

- We are proactive in raising concerns about issues that we see in the behaviour of our colleagues, our partners, suppliers or customers.
- We apply a standard approach to our work through relevant policies, standards and procedures;
- We comply with our Cardinal Rules and assist external contractors working on our controlled worksites to do the same;
- We promote a positive image of the Hydro Tasmania group, being proud of our role and the business;
- We are guided by, and share our understanding of, accepted international practice on environmental and social safeguards for major projects.

## We are committed to creating a sustainable future

- We apply our Sustainability Code to add value to the business;
- We comply with relevant legislation;
- We consider potential environmental and social effects in projects and processes;
- We are committed to working with others who demonstrate sustainability commitments and comply with relevant legislation.

## Raising concerns

It is only through raising concerns and addressing inappropriate or unlawful behaviour that we will be able to maintain the integrity Hydro Tasmania requires to successfully operate.

If you believe someone to be acting in a way that may contravene our code, you are encouraged to:

- challenge them, in an appropriate manner; or
- discuss the matter with the relevant member of your management team; or
- consult the Corporation Secretary if you are unsure or further decision-making is required; or
- contact the St James Ethics Centre for confidential support, to reflect and explore ethical issues and dilemmas (Monday to Friday, 9am–5pm phone 1800 672 303).

## Breaches and consequences

Where these normal channels have been exhausted or are inappropriate in the circumstances, there are reporting mechanisms available through Hydro Tasmania's Grievance Procedures or Whistleblower Guidelines and Standards under the Public Interest Disclosures Act 2002.

Our people are required to comply with all Hydro Tasmania policies including this Code. A breach may result in disciplinary action, including dismissal as outlined in the Hydro Tasmania Compliance and discipline standards. Some breaches could also result in civil or criminal action.

## Governance

Our Code is coordinated and managed through the Corporation Secretary and will be reviewed every three years (2015).



*Note: Stakeholders other than employees will not be able to access the links on this document. Employees will be able to access information on the intranet via links in this document.*