

POLICY

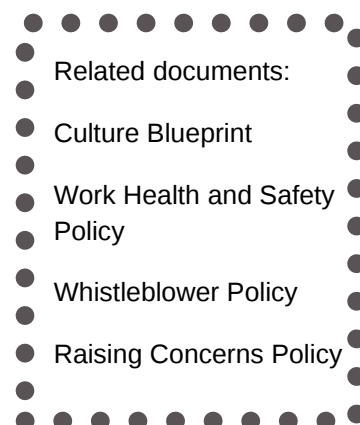


CODE OF ETHICAL CONDUCT POLICY

<i>Policy Number:</i>	23	<i>Version:</i>	V1
<i>Last updated on:</i>	3-Jul-2024	<i>Approved by Board on:</i>	29-Jul-2024
<i>Responsible person:</i>	CEO and/or Company Manager	<i>Scheduled review date:</i>	Jul-2026

1 PURPOSE

- 1.1 Southern Queensland Landscapes (the Company) Code of Ethical Conduct is to ensure all Board, employees, volunteers and contractors of the Company are aware of, and understand the professional and personal conduct expected of them. It applies to the performance of their duties and interactions in the workplace.
- 1.2 This Code of Ethical Conduct intends to describe and promote behaviours that will build and maintain healthy and positive relationships with all stakeholders in line with Company values.



2 SCOPE

- 2.1 Everyone conducting business within or on behalf of the Company are expected to acknowledge and respect the worth of all individuals regardless of their race; religion; age; gender; sexual and gender diversity; or other individual difference.

3 DEFINITIONS

- 3.1 Company - means Southern Queensland Natural Resources Management Limited trading as Southern Queensland Landscapes (SQ Landscapes).

4 POLICY

- 4.1 The Chief Executive Officer (CEO) and/or Company Manager will:
- Ensure all Board, employees, volunteers and contractors have access to the Code of Ethical Conduct and other relevant documents and policies, and are aware of the behaviours expected of them,
 - Take appropriate steps to resolve any conflict that may arise in the workplace to ensure a healthy and harmonious work environment; and
 - Take appropriate action to address breaches of the Code of Ethical Conduct by the Board, employees, volunteers or contractors.
- 4.2 Board, employees, volunteers and contractors:
- must be aware of and comply with this Code of Ethical Conduct and model the values of the Company as represented in the Culture Blueprint.

- are expected to maintain a standard of professional behaviour that enables and promotes confidence and trust in the work of the Company.
- must strive to create a harmonious, safe and productive workplace which models our Company values.

4.3 Standards of Behaviour

- 4.3.1 Make decisions ethically, fairly and with consideration of personal bias using the best information available,
- 4.3.2 Comply with any legislative, industrial or administrative requirements, and all lawful and reasonable directions given by persons in authority,
- 4.3.3 Continuously update and develop skills through relevant professional development as a basis for competent practice,
- 4.3.4 Be objective, seek peer review and other quality assurance of work as appropriate, and accept as well as give honest and fair criticism when required,
- 4.3.5 Learn from mistakes,
- 4.3.6 Uphold the highest standards of honesty and integrity in the conduct of duties,
- 4.3.7 Respect the dignity of the public, our clients, volunteers and other employees by treating them with courtesy, honesty and sensitivity to their rights,
- 4.3.8 Treat others in the workplace fairly and with respect,
- 4.3.9 Exercise our best judgment in the interests of the Company and our clients,
- 4.3.10 Comply with all relevant Company policies and procedures, and
- 4.3.11 Act responsibly in the event of becoming aware of any unethical behaviour or wrongdoing by any other Board Director, employee, volunteer or contractor and report such as per the Raising Concerns and/or Whistleblower Policies.

5 **REVIEW**

- 5.1 This policy will be reviewed every second year.