

Board Code of Conduct

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Introduction

This document is the Queensland Bulk Water Supply Authority (Seqwater) Board Code of Conduct.

High standards of integrity and ethical behaviour are required of any person who is carrying out duties for or on behalf of Seqwater. The Seqwater Code of Conduct (known as The Way We Work – Our Code of Conduct) describes the principles of conduct that are to be observed whilst undertaking duties or representing Seqwater. This document expands on those principles and focuses on the application to Board Members.

The Policy

Members of the Board agree to adhere to the following principles:

1. Each member of the Board will abide in all respects with the Seqwater Code of Conduct.
2. Seqwater's Values

Each member of the Board will act consistently with Seqwater's organisational values of Care, Courage, Integrity and Respect - including respecting the human rights of every individual.
3. Behave Fairly and Equitably
 - a. OBSERVE fairness and honesty in all dealings with employees, customers, the public and with other Board Members, performing their duties impartially, uninfluenced by fear or favour;
 - b. DEAL with issues or cases being considered consistently, promptly and fairly;
 - c. ENSURE when using any discretionary powers to take all relevant facts into consideration, have regard to the particular merits of each case, and not take irrelevant matters, circumstances or personal biases into account.
4. Maintain public trust and confidence
 - a. PROMOTE confidence in the integrity of Seqwater by always acting to ensure public trust and confidence is maintained. Board Members should not act or behave in a manner that may bring discredit upon Seqwater;
 - b. PROTECT the reputation of Seqwater, and always act ethically so as to support the continuation of public trust and confidence in the Queensland Government.
5. Refuse Improper Rewards or Gifts
 - a. Do not solicit or accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to the Seqwater without fully disclosing such items to the Chairperson.
6. Avoid Conflicts of Interest
 - a. Conflicts of interest occur when it is likely that a Board Member could be influenced, or could be perceived to be influenced, by a personal interest in carrying out their duty to Seqwater;
 - b. AVOID situations in which a private interest, whether pecuniary or otherwise, conflicts or might reasonably be thought to conflict, with a duty to Seqwater;

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- c. If such situations cannot be avoided, Board Members must disclose any interest, pecuniary or otherwise, which conflicts or might reasonably be thought to conflict, with their duty to Seqwater, or which may improperly influence their conduct in the discharge of their responsibilities;
 - d. Board Members must not use information obtained in the course of their membership to gain, directly or indirectly, a pecuniary advantage for themselves (or any related persons), including access to politicians or government officials;
 - e. Board Members must not allow the pursuit of their private interests to interfere with the proper discharge of their duties to Seqwater;
 - f. An individual Board Member may often be the only person aware of the potential for conflict. This does not excuse the matter and it remains that Board Member's responsibility to avoid or disclose any actual or potential conflict of interest, as described above;
 - g. In all circumstances, if a Board Member is concerned or uncertain about the existence of an actual or potential conflict of interest, the matter should be discussed with the Chairperson.
7. Board Decision Making
- a. ENSURE decisions and actions are based on fact;
 - b. CREATE an environment where the sharing of different points of view is encouraged. Board Members and Senior Managers should feel comfortable challenging points of view to ensure all relevant facts are considered;
 - c. ACCEPT responsibility for decisions and actions;
 - d. ENSURE all dealings are fair, consistent;
 - e. RECOGNISE that they represent Seqwater in any dealings with customers or other stakeholders and shall always promote Seqwater objectives and values;
 - f. SUPPORT final decisions and the position of the Board. Once all views have been considered and a Board position resolved, all Board Members will support the final decision;
 - g. ENSURE that the workplace is free from all forms of harassment.
8. Exercise Caution When Making Public Comment
- a. Public comment includes public speaking engagements, comments on radio and television or in newspapers, expressing views in books, journals, notices or any other situation where it is expected that the comments will spread to the community at large;
 - b. The Chairperson is the public spokesperson for the Board and the Board Members may make public comment only when authorised to do so by the Chairperson;
 - c. Board Members are expected to exercise discretion if discussing Seqwater outside of official Board activities. Any specific requests or questions in relation to the operations or performance of Seqwater should be referred to the Chairperson or CEO;
 - d. As a general rule, if discussing an issue that has been considered by the Board, Board Members agree to represent the Board's position;
 - e. As a general rule, Board Members may disclose official information that is normally given to members of the public seeking that information, but should only disclose other official information or documents:
 - in the course of their duties;
 - when proper authority has been given;
 - when required, or authorised, to do so by law; or
 - when called to give evidence in court.

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9. Protect Confidential Information
 - a. Confidential information includes customer data, personnel data, commercial performance data, corporate strategies and business plans, marketing and pricing strategies, trade secrets, intellectual property, and the like, in any form including electronic or magnetic forms;
 - b. Board Members must keep confidential information confidential. Board Members who have access to confidential information must not disclose such information without authority. Board Members who hold confidential information must take precautions to ensure that it cannot be disclosed by accident or negligence, or through the deliberate action of others.
10. Upon termination of service, a retiring Board Member will promptly return all documents, electronic and hard files, reference materials, and other property entrusted to the Board Member for the purpose of fulfilling his or her responsibilities.

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