

# Board Code of Conduct

## Document number: POL-00145

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Ver No.	Description	Document Owner		Document Approver		
		Position	Approval	Position	Approval	Approval Date
5	Amended Version	Executive General Manager - Legal and Governance	Refer to supporting Info in Rex	Seqwater Board	Refer to supporting Info in Rex	25/07/2024

# 1. Code of Conduct

This Board Code of Conduct of the Queensland Bulk Water Supply Authority, trading as Seqwater (Seqwater), has been approved by the Seqwater Board (the Board).

# 2. Purpose

The purpose of this Board Code of Conduct is to establish clear standards for ethical behaviour and decision-making for all Board Members. The Code serves as a foundation for fostering a professional and respectful environment, guiding Board Members in their roles, duties and responsibilities to Seqwater and its success in achieving its vision, strategic and operational objectives.

This Board Code of Conduct is designed to promote integrity, accountability, and transparency in the governance of Seqwater. By adhering to these principles, Board Members will contribute to the trust and confidence of stakeholders, ensure compliance with legal and regulatory requirements, and uphold Seqwater's values and reputation.

# 3. The Policy

Each Board Member agrees to adhere to the following principles:

## 1. Abide in all respects with the Seqwater Code of Conduct:

- a. Act consistently with Seqwater's values of Care, Courage, Integrity and Respect - including respecting the human rights of every individual.

## 2. 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.

## 3. 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 Seqwater into disrepute;
- 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.

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#### 4. Refuse Improper Rewards, Gifts or Benefits:

- 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 Board Chairperson.

#### 5. Avoid Conflicts of Interest:

- a. Conflicts of interest occur when it is likely that a Board Member could actually or potentially 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 or pursuit of a private interest, whether pecuniary or otherwise, conflicts or might reasonably be perceived to conflict, with the conduct of your duties to Seqwater;
- c. If such situations cannot be avoided, Board Members must disclose any interest, pecuniary or otherwise, which conflicts or might reasonably be perceived to conflict, with their duties to Seqwater, or which may improperly influence their conduct in the discharge of their duties;
- d. Board Members must not use confidential information obtained in at time during their appointment to the Board to gain, directly or indirectly, a pecuniary advantage for themselves (or any related persons), including access to politicians or government officials;
- e. 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;
- f. 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.

#### 6. Board Decision Making:

- a. ENSURE decisions and actions are based on fact and comply with all applicable local, state and federal laws and regulations, as well as Seqwater's policies and procedures in the performance of their duties;
- b. CREATE an environment where the sharing of different points of view is encouraged. Board Members and Management 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. MUST use organisational resources responsibly and solely for legitimate organisational purposes, avoiding any misuse or misappropriation of these resources;

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- h. FOSTER a workplace that is safe and inclusive and free from all forms of harassment and unlawful discrimination.

#### **7. 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 Board Chairperson is the public spokesperson for the Board as a whole 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 or its business outside of official Board activities. Any specific requests or questions in relation to the operations or performance of Seqwater should be referred to the Board Chairperson or the Chief Executive Officer;
- 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 not confidential information (see Board Member obligations below).

#### **8. Protect Confidential Information:**

- a. Board Members have a duty of confidentiality to Seqwater which commences upon appointment to the Board and continues following the end of a Board Member's tenure/appointment. Board Members are expected to maintain the confidentiality of confidential information and any other sensitive information they are privy to during their tenure.
- b. Confidential information includes customer data, personnel data, performance data, corporate strategies and business plans, marketing and pricing strategies, commercially sensitive or trade secrets, intellectual property, legally privileged, and the like, in any form including electronic or hard copy forms.
- c. Board Members must not disclose confidential information to anyone outside of Seqwater or use such information for their own benefit or the benefit of others without express written permission or otherwise permitted or compelled by law or Court order.
- d. 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.

#### **9. Return of Property:**

- a. When a Board Member's appointment ends, the Member shall promptly return all Seqwater property, documents, electronic and hard files, reference materials, corporate ID badge, computer, mobile phone, and other related materials entrusted to the Board Member for the purpose of fulfilling their duties.

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