

## CEFC Code of Conduct and Ethics

We are committed to achieving sustainable performance in the delivery of our business objectives and we believe maintaining the highest standards of ethical behaviour is critical in this pursuit. This commitment goes beyond the CEFC's obligations as a corporate Commonwealth entity under the *Public Governance, Performance and Accountability Act 2013 (the PGPA Act)*.

The CEFC *Code of Conduct and Ethics* outlines guiding principles to help our people make decisions in their daily work, whether as board member, executive, employee, contractor or consultant. They apply in the workplace and at other times and locations when acting on behalf of, or for, the CEFC. They may also apply when acting outside of employment in relation to matters associated with your employment.

The principles we apply are:

1. We behave in a professional manner that fosters trust, confidence and goodwill with our clients, stakeholders, colleagues, suppliers and the community
2. We act with due care, judgement, skill and diligence to promote and protect the CEFC's reputation
3. We behave honestly, fairly and with integrity
4. We treat others with respect and equity, respect and value differences and maintain a safe working environment
5. We identify and manage conflicts of interest and ensure that our personal and business interests never interfere with our ability to make sound, objective decisions on behalf of the CEFC
6. We respect and maintain privacy and confidentiality
7. We utilise the CEFC's resources for proper purposes
8. We comply with applicable Australian laws, this *Code of Conduct and Ethics*, and the CEFC's policies and procedures
9. We immediately identify, report and deal with suspected breaches.

**Put simply, we conduct ourselves professionally and with integrity at all times. We set a positive example for others and recognise those around us who also demonstrate these behaviours, regardless of our role within the CEFC.**

## Demonstrating consistent behaviours

In addition to the expectations set down by this *Code of Conduct and Ethics*, employees are required to demonstrate behaviour consistent with the CEFC values. If there is in any doubt about whether conduct is consistent with this *Code of Conduct and Ethics*, we encourage our people to ask themselves:

1. Is it legal?
2. Does it feel like the right thing to do?
3. Does the conduct align with the CEFC Values?
4. Am I willing to be held personally accountable for it?
5. Would my colleagues or manager consider my behaviour appropriate?
6. Would the CEFC and I be justified, proud and not embarrassed by my decision if it was reported in the newspapers or online?

A breach of the CEFC *Code of Conduct and Ethics* will be investigated, and the severity of the consequences will depend on the relevant circumstances, but may include a warning, impact to discretionary remuneration, and impact to promotion and/or dismissal in the case of employees. For consultants and contractors, a breach could result in termination of the engagement with the CEFC.

If you require any more information or are unsure of the CEFC's expectations speak first with either your manager, a People and Culture team member or an Executive Team member.