



# CODE OF CONDUCT POLICY

DOCUMENT CONTROL TABLE

Document Owner:	People and Safety	Section:	People and Safety
Endorsed By:	Executive Leadership Team	Date:	31 July 2023
Approved By:	Metro Board	Date:	23 August 2023
Next Review Due:	23 August 2026		

## 1 POLICY STATEMENT

Metro Tasmania's (Metro's) vision is to make the journey better for all Tasmanians. To achieve this vision, we need a highly professional and inclusive workforce.

This Code of Conduct (the Code) draws on legislation, regulations, policies and procedures and outlines the standard of behaviour expected at Metro.

This Code applies to all Metro employees, company directors, contractors, sub-contractors and consultants who must adhere to the Code.

In the course of their employment or in all interactions with each other all Metro employees, company directors, contractors, sub-contractors and consultants must:

- Model our values of safety, teamwork, respect and improvement;
- Not act in a way that might risk the health and safety of yourself or others;
- Perform duties with care and diligence;
- Act honestly and with integrity;
- Treat everyone with respect, and without harassment, discrimination, violence or victimisation of any kind;
- Only use resources or their position in a proper manner;
- Only use work related information for the work related purpose it was intended;
- Disclose and take reasonable steps to avoid conflicts of interests (real or apparent) and report those that cannot be avoided;
- Abide by policies, procedures and guidelines that underpin their work;
- Comply with any lawful and reasonable direction;
- Refuse any inappropriate gifts and benefits from clients or suppliers; and
- Report conduct that does not comply with the law, policies, procedure and guidelines immediately.

In addition, at all times employees should:

- Behave in a way that does not adversely affect Metro's reputation;
- Ensure public comment made in a private capacity are not attributed as that of Metro; and
- Abide by all applicable Australian law and regulations.

Any employee who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

## 2 SCOPE

This Code applies to all Metro employees, company directors, contractors, sub-contractors and consultants.

### 3 RESPONSIBILITIES

#### 3.1 COMPLIANCE, MONITORING AND REVIEW

The General Manager of People & Safety or their delegate is responsible for reviewing this Policy according to its review cycle, or if changes to legislation, regulations, or government policies trigger a review.

The General Manager of People & Safety is responsible for endorsing this Policy if minimal or no amendments were made during the review, before seeking Board approval.

The General Manager of People & Safety is responsible for seeking Executive Leadership Team endorsement if moderate to major amendments were made during the review, before seeking Board approval.

The Board is responsible for approving this Policy.

#### 3.2 REPORTING

Metro expects all employees to conduct themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any material breaches of this Policy will be reported to the Audit and Risk Committee with escalation to the Board. All other breaches of this Policy will be reported to the CEO.

#### 3.3 RECORDS MANAGEMENT

Metro must maintain all records relevant to administering this policy in Metro's Electronic Records and Document Management System, *Content Manager*.

### 4 REVIEW PERIOD

This Policy will be reviewed every three years or earlier if required.

### 5 RELATED AND REFERENCED DOCUMENTS

#### 5.1 METRO

[Acceptance of Gifts, Benefits & Hospitality Procedure](#)

[Code of Conduct Procedure](#)

[Code of Conduct Acknowledgement Form](#)

#### 5.2 LEGISLATION

*Age Discrimination Act 2004 (CTH)*

*Age Discrimination Regulations 2020 (CTH)*

*Anti-Discrimination Act 1998 (TAS)*

*Australian Human Rights Commission Act 1986 (CTH)*

*Australian Human Rights Commission Regulations 2019 (CTH)*

*Crimes Act 1914 (CTH)*

*Crimes Regulations 2019 (CTH)*

*Disability Discrimination Act 1992 (CTH)*

*Disability Discrimination Regulations 2019 (CTH)*

*Fair Work Act 2009 (CTH)*

*Fair Work Regulations 2009 (CTH)*

*Personal Information Protection Act 2004 (TAS)*

*Privacy Act 1988 (CTH)*

*Privacy Regulations 2013 (CTH)*

*Public Interest Disclosure Act 2002 (TAS)*

*Public Interest Disclosure Regulations 2013 (TAS)*

## **6 VERSION CONTROL TABLE**

<b>No:</b>	<b>Date</b>	<b>Details</b>	<b>Status</b>
1	11/05/23	Document compiled and approved by the Board on 23/08/23.	Superseded
2	09/04/24	General Manager's responsibilities updated. Reference to Code of Conduct Acknowledgement Form added.	Current