

# Code of Conduct

**POLI-03-08-01**

**JUNE 2018**


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# 1 Document Revision Summary

Rev No	Rev Date	Section Revised	Revision Description	Prepared by	Checked by	Approved by
1	26/06/2018	Adopted	Updated Whistleblowing details	Angela Hussey Megan Quirk	Suni Campbell	Michael Renehan
0	24/11/2017	Adopted	First Release	Angela Hussey	Suni Campbell	Michael Renehan

## 1.1 Approval Record

Name	Title	Signature	Date
Michael Renehan	Code of Conduct		03/07/2018

## 2 Introduction

This code is the set of principles, values and behaviours that we expect to be upheld at Murray Irrigation.

This code applies to all employees of Murray Irrigation (including full time, part time and casual employees) and all persons who perform work for, or associated with Murray Irrigation, including Directors, contractors, consultants and volunteers of Murray Irrigation (collectively referred to as 'staff' in this code).

It is the responsibility of each and every staff member to follow this code and our policies consistently and appropriately and help others do the same. Additionally, Directors should read and apply this code in conjunction with the Murray Irrigation Director's Handbook.

## 3 Purpose

This code guides staff to make decisions and determine the appropriate way to deal with ethical matters that may arise when undertaking work for Murray Irrigation.

Applying this code will strengthen and protect our dealings with other staff, individuals, customers, contractors and businesses while reinforcing the governance standards and reputation of Murray Irrigation.

This code establishes the basic level of conduct expected of all staff however, it cannot address all the possible challenges that staff may face in carrying out their functions. This code assists staff to:

- understand the standards of conduct that are expected of them;
- enable them to fulfil their legal duty, to act honestly and exercise reasonable diligence;

- act in a way that enhances customer confidence in the integrity of Murray Irrigation.

## 4 Related Documents and Legislation

Description	Doc Reference
<i>Racial Discrimination Act 1975 (Cth)</i>	
<i>Sex Discrimination Act 1984 (Cth)</i>	
<i>Privacy Act 1988 (Cth)</i>	
<i>Disability Discrimination Act 1992 (Cth)</i>	
<i>Corporations Act 2001 (Cth)</i>	
<i>Age Discrimination Act 2004 (Cth)</i>	
<i>Fair Work Act 2009 (Cth)</i>	www.fairwork.gov.au
<i>Anti-Discrimination Act 1977 (NSW)</i>	
<i>The Privacy and Personal Information Protection Act 1998 (NSW)</i>	
<i>Work Health and Safety Act 2011 (NSW)</i>	
Murray Irrigation Performance Management Policy Statement	POLI-03-06-01
Murray Irrigation Performance Management Procedure	PROC-03-06-01
Murray Irrigation Equal Employment Opportunity Policy Statement	POLI-03-08-01
Murray Irrigation Equal Employment Opportunity Procedure	POLI-03-08-01
Murray Irrigation Fitness for Work Policy	PROC-01-21
Murray Irrigation Limited Enterprise Agreement 2016 (or as varied or replaced from time to time)	
Murray Irrigation Whistleblowing Policy Statement	POLI-03-08-03
Murray Irrigation Whistleblowing Procedure	PROC-03-08-03

## 5 Responsibilities

All staff are required to read, understand and adhere to this code.

Staff must not engage in conduct that:

- × contravenes legislation or Murray Irrigation's policies, rules and administrative procedures;
- × is unethical;
- × is an abuse of power or misconduct;
- × causes or involves intimidation, harassment or abuse;
- × causes or involves bullying, unlawful discrimination, disadvantage or adverse treatment in relation to employment issues;
- × causes or involves prejudice in the provision of services to the customers or in staff dealings.

Staff should:

- ✓ exercise reasonable care and diligence to act lawfully and honestly in carrying out their role.
- ✓ consider and apply work issues and dealings consistently, promptly and fairly and without favour.
- ✓ take all relevant facts known into consideration and have regard to the particular merits in each case when making decisions.

Managers and supervisors must lead by example and address any report of a breach of this code immediately.

## 6 Key Principles

This code is founded on the following key principles:

- Staff shall perform their official duties with skill, impartiality, professionalism and integrity;

- Staff shall undertake all dealings fairly and respectfully;
- Staff shall disclose their private financial or other interests where their interests may, or may appear to conflict with their official duties, and take appropriate steps to prevent a conflict;
- Staff who are responsible for incurring or approving expenditure shall ensure the efficient and economical use of Murray Irrigation's resources and assets;
- Staff shall not take advantage of their official duties, position or authority to seek or obtain a benefit for them or for any other person or body;
- Staff shall exercise proper courtesy, consideration and sensitivity and shall act with fairness and equity in all their dealings with members of the public, customers and other staff;
- Staff shall not engage in improper conduct, in their official capacity or otherwise, that adversely affects the performance of their duties or brings Murray Irrigation into disrepute.

## 7 Our Values and Behaviours

Our values at Murray Irrigation have been developed in consultation with staff; looking at our culture, capabilities and what will support us well into the future to continue to be a competitive and profitable organisation.

Values are what support the Murray Irrigation vision, shape Murray Irrigation's culture and reflect what Murray Irrigation stands for. When an entire organisation subscribes to a common set of values the organisation stands more united when it deals with important issues and decision making.

**Wellness and Safety** – *The wellbeing and safety of our staff and customers are of paramount importance.*

We will:

- Embed wellbeing and safety across the business from on-boarding through to regular training and awareness programs;
- Look out for and support one another to be the best they can be;
- Empower staff to speak up without fear or favour.

**Accountability** – *We will be accountable, transparent and ethical in everything we do.*

We will:

- Demonstrate honesty and transparency in our information and decision making;
- Deliver on promises to customers, staff and businesses;
- Take ownership of our own behaviour, mistakes and performance outcomes.

**Teamwork** – *Teamwork will empower performance to achieve objectives.*

Teams will:

- Interact across the business sharing knowledge, information and skills to reach outcomes;
- Work collaboratively across the business to achieve outcomes;
- Have clear objectives aligned with business outcomes.

**Embrace Change** – *Support and encourage innovation to meet our evolving needs.*

We will:

- Be proactive in our willingness to change through continuous improvement;
- Encourage staff to initiate change to create efficiencies and achieve business goals.

**Respect** – *Create positive relationship through mutual respect between Murray Irrigation and the customer.*

We will:

- Respect the value of people and the contribution that their diverse perspectives bring to our organisation;
- Respect our customers by offering proactive and excellent service – every time;
- Respect and value those we work with through the contribution they make.

## 8 Ethical Decision Making

If a staff member is unsure about the ethical issues around an action or decision they are about to take or have observed, they should consider these six points:

1. Is the decision or action lawful?
2. Is the decision or action consistent with policy, procedures and guidelines?
3. Are these outcomes free from any conflict of interest or private gain or loss at the company's expense?
4. Can the decision or conduct be justified in terms of the customer or Murray Irrigation's interest and would it withstand public scrutiny?
5. Would you be happy if the situation was reversed and it was happening to you?
6. Can you defend your actions?

In the event the answer is no to any of these points; staff should respond in accordance with clause 11.2 below.

Further information can also be provided by the Human Resources department.

## 9 Workplace Health and Safety

Murray Irrigation is committed to the safety, health and wellbeing of all people involved in our business. We believe that all safety incidents are preventable through the correct planning and execution of our work.

Our goal is to conduct our business activities safely and build a strong health and safety culture. To do this we need our people following our standards, policies, operation procedures and rules. Everyone is required to be vigilant in identifying and reporting safety hazards and risks.

You must:

- ✓ Learn and comply with the requirement of our WHS standards, policies and procedures;
- ✓ Wear and use personal protective equipment when required;
- ✓ Participate in any safety training required for your role;
- ✓ Ensure you know what to do if an emergency occurs at your workplace and that visitors and contractors you bring in are familiar with the emergency procedures;
- ✓ Report to your manager or supervisor any issues that may impact your fitness for work.

## 10 Employment

### 10.1 Conflict of Interest

A conflict of interest exists when a staff member could be influenced, or it is perceived that they could be influenced by a personal interest when carrying out their role. This can also occur where a person is in a decision-making position, participates in an activity that could jeopardise or be perceived as jeopardising the person's judgement, objectivity, impartiality or independence.

We expect that at all times you will perform your duties and conduct yourself conscientiously, with integrity and honesty and in the best interests of Murray Irrigation.

You must:

- ✓ Conduct all business relationships in a professional, impartial and competitive manner;
- ✓ Declare family relationships where Murray Irrigation are or may be considering employing or contracting with a person to work with you, report to you or whom you may report to;

- ✓ Promptly advise your manager or supervisor in writing of any outside activities, financial interests or relationships that may involve you either in an actual conflict of interest or the perception of one;
- ✓ Promptly excuse yourself from any decision-making process where you have an interest that influences, or may be perceived as influencing, your ability to make an objective decision and to fulfil your responsibilities to Murray Irrigation.

**You must not:**

- ✗ Use your position or knowledge or our assets, identity or standing for your own personal advantage or that of others;
- ✗ Work for or provide advice or consulting services to a competitor, supplier or customer of Murray Irrigation;
- ✗ Run any other business or be involved in other arrangements in your free time which will compete with Murray Irrigation;
- ✗ Engage in financial investments associated with competitors, suppliers or customers other than nominal investments in public companies, or arrangements for an ordinary consumer.

## 10.2 Alcohol and other drugs

The use of drugs or alcohol within the workplace or when on duty may cause impairment to the capacity of staff to perform or work safely and efficiently. It may also result in illness, injury or a threat to workplace safety.

Murray Irrigation expressly prohibits the handling, possession, consumption or trading of illegal or prescribed drugs and the consumption of alcohol in the workplace, unless authorised by the relevant manager of supervisor.

The Murray Irrigation Fitness for Work policy and procedure clearly explains our standards and expectations for our staff.

As a minimum, you must:

- ✓ Not consume or possess illegal drugs in the workplace;
- ✓ Not consume alcohol in the workplace;
- ✓ Not sell or trade alcohol or drugs of any kind, prescription or otherwise;
- ✓ Declare if you are taking any drugs (including prescription medication or non-prescriptive over the counter drugs) which may affect your performance in the workplace.

## 10.3 Confidentiality and intellectual property

You must not disclose or share any of our information with any person who is not authorised by Murray Irrigation to receive it. You must exercise care and diligence to protect our confidential information, including protecting it from deliberate or accidental disclosure.

If by law or court order you have been directed to share information you must immediately notify the Chief Executive Officer. Murray Irrigation must be given the opportunity to consider and evaluate the direction and take any action they see appropriate.

Your obligation to protect confidential information continues after you cease to be employed or engaged by Murray Irrigation. At the cessation of your employment or engagement you must return all confidential information in your possession to your manager or supervisor and delete any copies of such information in your possession, custody or control such that the information or data cannot be retrieved.

You must keep all confidential information confidential which means you must:

- ✓ Only use and disclose confidential information so far as it is necessary for the proper and authorised performance of your duties;
- ✓ Maintain and take all steps necessary to maintain all confidential information in strictest confidence;

- ✓ Ensure that proper and secure storage is provided for any confidential information in documented or other readable form;
- ✓ Take all reasonable precautions necessary to prevent accidental disclosure of any of the confidential information;
- ✓ Notify the Chief Executive Officer immediately if you believe you have an obligation to disclose confidential information by law or court order.

Everything you produce for Murray Irrigation or in the course of your work for Murray Irrigation that has the capacity to be stored in physical or electronic form is our property.

Our property typically includes any information (written, oral, electronic or recorded by any other means) of a commercial, operational, technical or financial type, including, but not limited to information relating to any process, software, system, business opportunities, research, financial and sales data, pricing and trading terms, evaluations, opinions, interpretations, incentive payment systems, staff terms and conditions of employment, the identity of customers and prospective customers or their requirements, the identity of key customer and prospective customer contacts, sales and marketing techniques, intellectual property, inventions (eg. any discovery, idea, development, process, plan design, formula, specification, program or other matter or work, including improvements) and any trade secrets of Murray Irrigation is regarded as confidential.

Our confidential information forms part of our intellectual property.

To ensure Murray Irrigation's property is protected you must:

- ✓ Regard, both during and after your employment or engagement, the information obtained by participating in the development of processes or products for Murray Irrigation, or the results of such work, as Murray Irrigation's property and irrevocably assign all such intellectual property rights to Murray Irrigation;
- ✓ Make sure that your conduct, actions or work product do not infringe any third party intellectual property rights and, if you are ever in doubt about potential infringements, seek advice from Murray Irrigation's Company Secretary or the Executive General Manager, Business Services.

## 10.4 EEO, Diversity and the treatment of colleagues

Murray Irrigation is committed to providing a safe and friendly workplace free from bullying, unlawful discrimination, harassment and victimisation.

Murray Irrigation aims to ensure that when people related decisions are made, they are based on merit, not on irrelevant attributes or characteristics possessed by an individual. This includes decisions regarding recruitment, transfers, promotions, performance, training, development, supervision, management, counselling, remuneration, discipline, redundancy and where appropriate, dismissal.

A staff member's race; colour; religion; political opinion; national extraction; social origin; sex; pregnancy; age; physical or mental disability; HIV/AIDS status; sexual orientation; family or carer's responsibilities; or marital or domestic status will not form part of employment decisions.

We recognise that diversity across our business brings a wide array of perspectives in decision making and maximises our potential to identify and reach our business objectives.

We will not tolerate bullying, unlawful discrimination, harassment or victimisation as outlined in the Murray Irrigation Equal Employment Opportunity, Bullying and Harassment Policy Statement and Procedure.



## 10.5 Gifts and Entertainment

As a general rule gifts and entertainment should be considered and accepted with utmost care to:

- ensure they do not create an obligation on your part;
- protect your reputation and the reputation of Murray Irrigation against allegations of improper behaviour.

It would be reasonable to expect staff could accept offerings of a nominal nature, that is under the value of \$100.

Where a staff member receives a gift greater than \$100 and it would be considered unreasonable to be refused or returned they will need to immediately disclose it to their Executive General Manager, Business Services to determine appropriate action.

Staff must:

- ✓ Declare if they have received a gift or entertainment over \$100;
- ✓ Avoid situations in which the appearance may be perceived that they are securing a favour or obligation.

Staff must not:

- ✗ Seek or accept a bribe or other improper inducement;
- ✗ Seek or accept a personal profit or advantage which has a monetary value over \$100 without the consent of the Executive General Manager, Business Services;
- ✗ Accept an offer of money, gift or favour regardless of the amount or perceived amount.

## 10.6 Outside Employment

Staff considering outside employment or contract work that relates to the business of Murray Irrigation, or might conflict with their role, are required to seek the approval from the Chief Executive Officer. This includes outside directorships.

Before seeking approval or engaging in approved outside employment or business staff must:

- ✓ Consider if it will conflict with their role and duties at Murray Irrigation;
- ✓ Ensure it does not interfere with undertaking the obligations of their role and duties at Murray Irrigation;
- ✓ Ensure that it will not involve using Murray Irrigation's confidential information or resources;
- ✓ Ensure that it will not require the employee to work while on duty for Murray Irrigation;
- ✓ Ensure the employee can still present fit for work at Murray Irrigation (eg. free from fatigue);
- ✓ Ensure that it will not discredit or disadvantage Murray Irrigation.

# 11 Governance

## 11.1 Personal dealings with Murray Irrigation

Some staff members will inevitably deal personally with Murray Irrigation (eg. a shareholder, recipient of services, settling accounts). They must not expect or request preferential treatment for themselves, or anyone else, because of their position. They must avoid any action that could lead others to believe that they are seeking preferential treatment.

## 11.2 Reporting Breaches

Where appropriate we encourage staff members to express their concerns or dissatisfaction regarding a behaviour or language firstly with the individual causing the concern. In some instances, it can be fair to assume the inappropriate behaviour or language was not intentional and they were not aware of the offensive nature it had caused.

If the inappropriate behaviour or language fails to cease, then we strongly encourage staff members to report the incident/s in writing addressed to the Human Resources Manager or the Chief Executive Officer.

Alternatively, if a staff member does not feel comfortable reporting an incident to the Human Resources Manager or the Chief Executive Officer, they can report it to Murray Irrigation's independent Whistleblower Hotline operated by YourCall Whistleblowing Solutions. For further details on the Murray Irrigation Whistleblower policy please refer to the Murray Irrigation Whistleblowing Policy and Procedure.

Where appropriate, the Human Resources Manager or the Chief Executive Officer may make enquiries, or cause enquiries to be made, into breaches of this code. All enquiries made into breaches of this code will follow the principles of procedural fairness and the disciplinary procedures specified in the relevant enterprise agreement, contract and/or Murray Irrigation policies.

Enquiries made into staff conduct that may result in disciplinary action will then follow the relevant disciplinary procedures as outlined in the Murray Irrigation Limited Enterprise Agreement, your contract of employment or engagement and all other Murray Irrigation policies and procedures, supported by the principles of procedural fairness.

Making malicious, vexatious or frivolous complaints of bullying, discrimination, harassment or victimisation constitutes misconduct and may lead to disciplinary action, including dismissal or termination of the contract of engagement.

## 11.3 Whistleblowing Policy

The Murray Irrigation Whistleblowing Policy and Procedure documents our company's commitment to ensuring all staff and shareholders are aware of their rights and responsibilities when reporting misconduct via our whistleblowing service.

Reports to this service can be made via the online reporting service or verbally by telephone. The contact details are:

**Whistleblower service:** Your Call Whistleblowing Solutions ("Your Call")

**Online Reporting Service:** <https://www.yourcall.com.au/report>

**Hotline:** 1300 790 228 between 9am and 12am on recognised business days, AEST.

**Murray Irrigation unique identifier code:** MIL2710.

## 11.4 Staff contact

Other than a business as usual transaction a Murray Irrigation staff member's business and operational contact with the Board, including individual Directors, is only via the Chief Executive Officer unless otherwise approved by the Chief Executive Officer.

Under no circumstances are Directors permitted to induce staff members to release information.

# 12 Company Resources

## 12.1 Use of resources and property

Murray Irrigation will ensure you have access to the tools and equipment necessary to do your job effectively. All assets are the property of Murray Irrigation and you must ensure that you protect and care for them and only use them efficiently and for the purpose for which they are intended and authorised.

Such assets may include plant and equipment, motor vehicles, electronic devices and inventory and all similar and related assets.

Theft, misuse or misappropriation of Murray Irrigation's assets is strictly prohibited. Murray Irrigation, in accordance with applicable laws, may carry out surveillance of workplaces and monitor the use and operation of equipment either randomly or if there is a suspected breach. Accordingly, you should expect to be subject to continuous, ongoing camera, computer, telephone and tracking surveillance.

When using Murray Irrigation property, you must:

- ✓ Take care to prevent waste, loss, damage, misuse, theft or misappropriation of Murray Irrigation's assets and comply with, and ensure that third parties comply with Murray Irrigation's requirements and all laws regarding the use and transfer of Murray Irrigation's assets;
- ✓ Lock or appropriately secure unattended buildings, storage areas, vehicles and equipment owned, leased or occupied by Murray Irrigation;
- ✓ Report unauthorised access to our facilities to your immediate manager or supervisor.

You must not:

- ✗ Allow unauthorised persons to enter any Murray Irrigation property or give keys to unauthorised persons;
- ✗ Copy keys to Murray Irrigation's facilities without appropriate authorisation or give keys to unauthorised persons;
- ✗ Disregard security complaints or inadequate security procedures or practices that might present safety or security threats to Murray Irrigation's people or assets;
- ✗ Lend assets or property to unauthorised persons.

## 12.2 Computer use and social media

Computer, email and internet resources form a critical part of Murray Irrigation's operations. However, they also lead to a number of serious risks that may affect Murray Irrigation's reputation or general business operations.

To help manage Murray Irrigation's business and reputational risk, be considerate of your colleagues and other recipients of information you send and accept. As we accept limited private use as part of our current environment you must:

- ✓ Keep private use to a minimum;
- ✓ Private use must not interfere with or delay your work obligations in any way;
- ✓ Private use must comply with all Murray Irrigation's policies, procedures and directions and must not be inconsistent with your contract of employment or engagement;
- ✓ Delete offensive, bullying, unlawfully discriminatory, harassing or sexually explicit material sent to you immediately and report it to your manager or supervisor;
- ✓ Only comment on social media as a representative of Murray Irrigation if you have been authorised to do so by the Chief Executive Officer;
- ✓ Expressly state on all postings (that identify you as a Murray Irrigation staff member) that the stated views are your own and are not those of Murray Irrigation;
- ✓ Consider your language, formatting and punctuation in all electronic communications to limit the possibility of misinterpretation.

You must not:

- ✗ Conduct unlawful activities (eg. hacking);
- ✗ Send abusive, intimidating or harassing language or graphics in either public or private messages;
- ✗ Engage in activities which could cause congestion and/or disruption to networks or systems;

- × Participate in accessing, viewing, posting, downloading, storing, transmitting, sharing, printing, distributing or soliciting of any information or material that might be construed as offensive, obscene, defamatory, threatening, harassing, bullying, unlawfully discriminatory, victimising, hateful, racist, sexist, infringing copyright, constituting a contempt of court, breaching a court suppression order, or as otherwise unlawful;
- × Participate in online gambling;
- × Imply that you are authorised to speak as a representative for Murray Irrigation nor use any Murray Irrigation logos or insignia where they may give the impression of official support or endorsement of your personal comment or that of Murray Irrigation;
- × Not use or apply electronic signatures of other staff members without written permission to do so.

In accordance with applicable laws Murray Irrigation may carry out surveillance of workplaces and monitor the use and operation of all computer and phone resources by means including software designed to filter the use of web and email content and to monitor compliance with our policies. We may conduct forensic computer examinations randomly and/or in the event of a suspected or reported breach of policy. Such monitoring activities may apply from the commencement of your employment or engagement and may be continuous and ongoing.

### 12.3 Privacy and information security

Murray Irrigation takes their obligation seriously in regard to complying with the Privacy Act and the 13 Australian Privacy Principles (**APP's**) that are contained within the Privacy Act.

The Privacy Act and the APP's regulates how personal information is handled. The Privacy Act defines personal information as information or an opinion, whether true or not, and whether recorded in a material form or not, about an identified individual, or an individual who is reasonably identifiable.

Common examples are an individual's name, signature, address, telephone number, date of birth, medical records, bank account details and commentary or opinion about a person.

To assist with our obligation in complying with the Privacy Act, Murray Irrigation will take such steps as are reasonable in all the circumstances to:

- ✓ Implement practices, procedures and systems relating to Murray Irrigation functions and activities to comply with the APP's;
- ✓ Make sure that information or an opinion about an identified individual, or an individual who is reasonably identifiable we collect, use or disclose is accurate, complete and up-to-date and relevant to the purpose of use or disclosure;
- ✓ Protect the personal information we hold from misuse, interference and loss and from unauthorised access, modification or disclosure;
- ✓ Destroy or de-identify personal information if it is no longer needed by Murray Irrigation, is not contained in a record owned or deemed by regulation to be owned by the Commonwealth and is not required to be retained by or under an Australian law or court/tribunal order.

If you, as a staff member, collect information on our behalf you must comply with the Privacy Act and you must:

- ✓ Only collect personal information by reasonable and fair means, without intimidation or deceptions or unreasonable intrusion;
- ✓ Collect personal information about an individual only from the individual unless it is unreasonable or impracticable to do so;
- ✓ Only collect personal information if the information is reasonably necessary for one or more of the functions or activities of Murray Irrigation;
- ✓ Comply with all legal requirements that apply to the collection, storage, use, disclosure, quality and security of personal information;

- ✓ Use personal information only for the purpose for which it was collected unless otherwise authorised by the relevant individual or by law;
- ✓ Utilise safeguards to help protect personal information against such risks as loss or destruction or unauthorised access or use, modification or disclosure;
- ✓ Have a system to help ensure that personal information is not retained longer than legally required or necessary to meet the business reason for which the information was collected;
- ✓ Maintain the accuracy of personal information;
- ✓ Otherwise comply with the Privacy Act, APP's and other Murray Irrigation policies and procedures.

You must not:

- ✗ Access personal information unless you have appropriate authorisation and a legitimate business need for that information;
- ✗ Provide personal information to anyone inside or outside of Murray Irrigation without proper authorisation;
- ✗ Conduct reference checks without proper authorisation or the consent of the individual.

## 13 Breaches of this code

You must adhere to the principles and requirements contained in this code and take reasonable steps to ensure that you have a detailed understanding of Murray Irrigation's policies and procedures.

The consequences for not adhering to this code and Murray Irrigation's policies and procedures may include termination of your employment or engagement with Murray Irrigation.

This code and Murray Irrigation's policies and procedures are not exhaustive and do not remove the need for you to exercise good judgement; they are intended to enable you to do so.

If you are in doubt about any part of this code, policies and procedures and how they affect you, or how to apply them to a business decision or respond to a situation you should seek advice from your manager or supervisor in the first instance or the Human Resources Manager or the Chief Executive Officer.

# Acknowledgement of the Murray Irrigation Code of Conduct

I \_\_\_\_\_  
(Name in Full)

Position \_\_\_\_\_ Department \_\_\_\_\_

Acknowledge I received the Murray Irrigation Code of Conduct on \_\_\_\_\_ (date)

Signed \_\_\_\_\_ Date \_\_\_\_\_

By making this acknowledgement you are confirming the obligation you have to apply the Murray Irrigation Code of Conduct to the work you do at Murray Irrigation.

If you have any difficulties or questions regarding this code, you should discuss this with your manager or supervisor in the first instance or the Human Resources Manager or the Chief Executive Officer.

Please forward this acknowledgement to Human Resources for inclusion on your personal file.