

Title	Code of Conduct
Date	October 2024
Review Frequency	Annually
Reviews	Next review: October 2025
Current Status	Approved

1 PURPOSE

HILT CRC's vision is for a prosperous heavy industry sector at the forefront of the global low-carbon transition. To meet this vision, HILT CRC will exchange research and development ideas across broad disciplines with a range of people of diverse views through open and respectful dialogue.

HILT CRC is committed to an ethos of equal opportunity and fair treatment of all those associated with its activities. It is the responsibility of all those associated with HILT CRC to ensure that a respectful, collegiate, and encouraging atmosphere is maintained when undertaking the work of the CRC. HILT CRC considers the rich diversity of those involved in the CRC as a resource that should be drawn upon.

This Code sets out the expectations of HILT CRC regarding the standard of conduct and business ethics expected of employees, researchers, students and contractors; and to guide them in the resolution of any ethical issues that may arise during their work for HILT CRC.

2 SCOPE

- a. The Code has broad application.
- b. This policy applies to all employees, directors, secondees, researchers, students and contractors (collectively 'personnel') whilst undertaking activities on behalf of HILT CRC.
- c. It covers all work-related circumstances including meetings, workshops, external training activities, work functions, travel and conferences.

3 PRINCIPLES

3.1 Confidentiality

Personnel are required to use information for the purpose for which it was gathered only.

Information that has not been publicly disclosed is confidential and shall not be divulged by any personnel without authorisation. Confidential information includes information about the HILT CRC, its suppliers, partners and employees as well as information obtained from others which HILT CRC has an obligation to keep confidential.

The obligation of confidentiality continues even after employment or other engagement agreements have terminated.

3.2 Fraud and Corruption

HILT CRC expects all personnel to observe the highest standards of honesty, integrity and ethical behaviour while performing their duties and to comply with all legal regulations applicable to the business.

Personnel are expected to report any violations or suspected serious incidents/activities that may be deemed corrupt, illegal or improper. Disclosures should be made in line with the **HILT CRC Whistleblower Policy**.

HILT CRC is committed to ensuring legitimate concerns can be raised confidentially and have such concerns properly investigated without being the subject of victimisation.

3.3 Public Comment

Personnel must not disclose confidential company information or make any public comment on behalf of or about HILT CRC without prior approval from the Chief Executive Officer. The Board Chair and the Chief Executive Officer will act as the primary spokespersons for HILT CRC in line with the Delegated Authorities Policy.

As members of the community, personnel have a right to have political affiliations and/or enter into public debate or to comment in a private capacity. However, care needs to be taken to ensure personal views are not interpreted to be comments made on behalf of HILT CRC. Personnel making comments on social media should note the HILT CRC communications delegation in the Delegated Authorities Policy.

3.4 Community Reputation

HILT CRC is committed to conducting business in accordance with the highest ethical standards. All dealings should be conducted with a high level of integrity, ethics and objectivity, ensuring HILT CRC's interests are upheld by the professional and efficient performance of an individual's duties.

Personnel should always seek to support people, partners and others to understand the value of collaboration and the benefits that can be achieved through collaboration.

3.5 Conflict of Interest

Personnel will avoid conflicts of interests, or situations where their conduct allows them, or someone related or associated with them, to benefit personally resulting from their position in the HILT CRC.

Additionally, Directors and employees will be sensitive to any activities, interests or relationships that might interfere with, or even appear to interfere with, their ability to act in the best interests of HILT CRC. The obligation to disclose an actual, apparent or potential conflict of interest is ongoing and the Conflict of Interest Register is regularly updated.

Personal relationships, whether positive or negative, should not inappropriately or unfairly affect HILT CRC's decisions. Any individual with the authority to make business decisions such as promotions, disciplinary action or decisions involving monetary value, should do so without bias.

Where it is not possible to make a significant decision without bias they should raise this issue and excuse themselves from such decision making. When in doubt ask for a second opinion. Perceived conflicts of interest are important to address.

3.6 Company Property and Information and Communications Technology (ICT) Services

Internet, email and other ICT facilities or devices including mobile phones supplied by HILT CRC, must be used in accordance with the terms on which they are provided and in accordance with the **HILT CRC Cyber Security Policy**.

Reasonable personal use of office equipment is permitted, so long as it does not interfere with role performance and should not be used for commercial purposes.

3.7 Gifts and Entertainment

Offering or receiving any gift, gratuity or entertainment that influences, or might be perceived to unfairly influence a business relationship or impair objectivity is to be avoided. Any gift, gratuity or entertainment that has a value of \$100 or greater should be disclosed to the Chief Executive Officer and Company Secretary, ideally prior to acceptance or if not possible within 48 hours of receipt. The Chief Executive Officer will need to make a disclosure on the receipt of gifts under this policy to the Board Chair and Company Secretary. A register of gifts will be maintained by the Company Secretary.

The accepting of hospitality should only occur where there is a host present and therefore provided to strengthen the working relationship.

3.8 Drugs and Alcohol

Personnel must not perform their work, remain in the workplace, or undertake work related activities if they are impaired by alcohol or other drugs as they may cause danger to themselves or others, or adversely affect the rights, comfort or enjoyment of those sharing the work environment.

It is anticipated that from time to time social and networking events will include the consumption of alcohol. Responsible service of alcohol will be observed at all our events. If you consume alcohol at any event where you are representing HILT CRC you are expected to do so in a responsible manner that upholds our reputation and values.

The use of medically prescribed drugs is not a violation of this Code. An individual taking medication that could interfere with the safe and effective performance of their duties should notify their manager as it may impact fitness for work.

3.9 Equity, Diversity and Inclusion (EDI)

HILT CRC is committed to growing and supporting an equitable, diverse, and inclusive environment where people feel safe, valued, supported, and treated fairly with dignity and respect. HILT CRC is dedicated to building an inclusive culture where differences are recognised and valued. HILT CRC aims to provide access to opportunities irrespective of gender, culture, sexual orientation, disability, mental health status, or career stage/academic position.

HILT CRC considers the rich diversity of those involved as a resource that should be drawn upon to enable workplace participation, sharing of ideas, and foster innovation.

HILT CRC commits to:

Promoting Diversity

HILT CRC will provide an equal opportunity for all participants and increase the visibility of our people by ensuring diverse and equitable representation at internal and public forums, including internal Program meetings and external conferences and media opportunities.

Attract and retain

HILT CRC will implement programs to attract and develop a skilled and diverse participant profile, including providing equal opportunities for developing and advancing diverse talent at all career stages.

Safe Workplace and Environment

HILT CRC across all institutions and organisations and workplaces, encourages the provision of inclusive work environments that celebrate differences and are free from bullying, discrimination, harassment, sexual harassment, workplace violence and aggression. HILT CRC will establish safe and effective avenues for all participants to raise concerns, for those concerns to be addressed, and encouragement for bystanders to speak up.

Culture and community

HILT CRC will foster EDI at all levels, that reflects the communities we operate within, and that embraces the benefits of diverse experiences and perspectives, in which differences are encouraged, and where everyone demonstrates and promotes inclusive practices.

Leadership, talent and training

HILT CRC will improve diversity by upskilling, building awareness on the benefits of embracing an inclusive culture, and by developing our people to best prepare them for career success. In doing so, HILT CRC will actively develop the next generation of diverse and inclusive leaders.

Flexible workplace

HILT CRC supports flexible working arrangements to meet the differing needs of its employees so long as expected duties and outputs are met and encourages all participating institutions to do the same.

3.10 Bullying and Harassment

HILT CRC considers that violent, aggressive, bullying and harassment behaviour in the workplace is inappropriate and unacceptable.

3.11 Sexual Harrassment

Sexual harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment does not have to be repeated to be considered serious misconduct and is unacceptable to HILT CRC.

3.12 Work Health and Safety

Personnel are required to take reasonable care for the health safety and welfare of themselves and others. HILT CRC has a **Work Health and Safety Policy** and Work Health and Safety Handbook that sets out these obligations in more detail.

Where a work health safety incident, injury or near miss occurs in relation to HILT CRC activities (including Research Project Participant work sites and workers), the HILT CRC WHS Officer must be notified as soon as possible within 24 hours of the occurrence of the incident using the **Hazard and Incident Report Form**.

If a 'Notifiable Incident' occurs ([Incident notification information sheet | Safe Work Australia](#)) it must be reported to the regulator immediately ([Incident reporting | Safe Work Australia](#)), and the incident site must be preserved until an inspector arrives or directs otherwise. This doesn't prevent you helping an injured person or making the site safe. If a 'notifiable incident' arises out of more than one business or undertaking, then each must ensure that the incident has been notified to the regulator. There is no need for all duty holders to notify—only one needs to. However, all duty holders retain their responsibility to notify, regardless of any agreement between them.

HILT CRC is an inclusive workplace that strives to create a culture of psychological safety where personnel can bring their whole selves to the workplace.

3.13 Minimise Environmental Footprint

Personnel should actively seek to minimise HILT CRC's impact on the environment. This can include simple measures such as ensuring office waste is minimised or maximising the value of air travel.

HILT CRC will:

- comply with any legal obligations
- strive to minimise pollution and our environmental impact
- foster responsible, sustainable, and climate-conscious decisions and behaviours at an organisational level, including among management, staff, stakeholders and suppliers.
- continue to achieve carbon neutral certification for head office operations through the Australian Government's Climate Active Program (or equivalent).

3.14 Monitoring and Reporting Breaches

Personnel should strive to identify and raise potential issues before they lead to problems and should ask about the application of the Code of Conduct whenever in doubt.

All incidents should be reported to the Chief Executive Officer utilising the **HILT CRC Hazard and Incident Report Form**.

All reports of alleged breaches will be investigated promptly and, actions to prevent further breaches implemented.

Minor breaches of the Code may result in counselling or the clarification of policy or procedures to avoid further breaches, while serious breaches of the Code may lead to disciplinary action that may include dismissal for employees or a remedy in line with the contract in the case of other personnel.

Certain actions prohibited by this policy may be unlawful and could lead to individual criminal prosecution.

4 RELATED DOCUMENTS

Documentation relevant to the Code of Conduct policy includes:

- HILT CRC Whistleblower Policy
- HILT CRC Delegated Authorities Policy
- HILT CRC Work Health and Safety Policy
- HILT CRC Health and Safety Handbook
- HILT CRC Hazard and Incident Report Form
- HILT CRC Employee Handbook (employee's only)

5 LEGISLATION

This policy is underpinned by the following legislation:

- Equal Opportunity Act, 1984 (SA)
- Work Health and Safety Act, 2012 (SA)
- Return to Work Act, 2014 (SA)
- Corporations Act, 2001
- Australian Charities and Not-For-Profits Commission Act, 2012
- Australian Charities and Not-For-Profits Commission (Consequential and Transitional) Act, 2012