

Elizabeth Sloane

Code of Conduct and Ethics for Contractors and Consultants

Performance of work for Elizabeth Sloane implies a unique obligation to the interest of its stakeholders and requires that we demonstrate standards of professional behavior and ethics that will maintain public trust. Elizabeth Sloane's work involves access to confidential and/or sensitive information. The following Code of Conduct has been developed to assist you to understand our expectations and requirements:

1. Personal and professional behaviour

You must always:

- be honest, reasonable, fair and sensitive in your dealings with members of the staff and clients;
- give accurate and impartial advice to Elizabeth Sloane, and their clients and implement duties online at the highest standard;
- follow relevant legislative, and administrative requirements;
- adhere to the principles and the policies of all stakeholders; and
- adhere to Elizabeth Sloane values as set out in this code.

2. Conflicts of interest

You must ensure that your interests, or those of people close to you, do not conflict with the proper performance of your responsibilities while you are engaged by Elizabeth Sloane. A conflict of interest would exist when any one or more of these circumstances arise while you are contracted to Elizabeth Sloane:

- you have a financial interest in a matter Elizabeth Sloane deals with, or you have friends or relatives with such an interest that you are aware of. For example, owning shares in a company where you are responsible for determining the payment of a grant or subsidy;

- you have a personal, philosophical, religious, moral or political belief or attitude that could influence, or be seen to influence, the impartiality of the advice you give;
- you accept secondary employment that may, or may appear to, compromise your integrity and that of Elizabeth Sloane; or
- you are a member of an external Board of an organisation which is seeking a grant from Elizabeth Sloane's clients or is an entrant.

It is your responsibility to avoid conflicts that could compromise the impartial performance of your role, and to disclose potential, actual or perceived conflicts of interest to Elizabeth Sloane.

3. Official and confidential information

During your work you could have access to commercially confidential and/or sensitive information which could relate to clients, or Elizabeth Sloane's employees. You must ensure the integrity and security of information and documents for which you are responsible.

Some simple rules apply:

- you must not use confidential information for any unofficial purpose outside Elizabeth Sloane;
- you must use confidential or official information only in a manner that is consistent with your obligation to act impartially;
- you must exercise caution and sound judgment in discussing sensitive information with other Elizabeth Sloane employees. It should normally be confined to those who require access to that information in order to do their jobs, or those who can by reason of their experience, provide useful assistance;
- you must not use information gained in your professional capacity for personal gain;
- you may not disclose information that is not normally available to members of the public
- if you are satisfied the request is legitimate and you have appropriate authority to release it;
- you must not improperly collect, use or disclose the personal information of individuals, be they clients or Elizabeth Sloane's employees;
- information gained in the course of your work must not be used to cause harm or detriment to Elizabeth Sloane or any person or body;
- Elizabeth Sloane's documents, including minutes and other in-confidence documents, emails and electronic information, must be properly and safely secured at all times;

- you must ensure that all communication on behalf of Elizabeth Sloane as mwynter@elizabethsloane.com copied and that you are using the designated elizabethsloane email address;
- you must not remove official information from Elizabeth Sloane's premises unless required for work purposes; and
- you must treat email as carefully as hard copy information.
- You must meet the deadline; if unable it must be communicated and agreed by use of an addendum to your SoW.

It is your responsibility to maintain Elizabeth Sloane's reputation for integrity and credibility with managing official and confidential information. These requirements apply to any information you obtain during the course of your engagement and continue after you leave Elizabeth Sloane. When representing Elizabeth Sloane in client fronting activities no branded clothing or attire is accepted until it is branded Elizabeth Sloane.

4. Intellectual property

Intellectual property includes rights relating to scientific discoveries, industrial designs, trademarks, service marks, commercial names and designations, inventions and activity in the industrial, scientific, literary or artistic fields.

Unless your contract of engagement specifies otherwise, Elizabeth Sloane has engaged you on the basis that the intellectual property created by you in the course of your work vests in Elizabeth Sloane. You must not sell, transfer or give away intellectual property created during or in connection with the course of your engagement with Elizabeth Sloane.

5. Use of official facilities and equipment

You are expected to be efficient and economical in your use and management of company's resources (including your own work time). You should be scrupulous in your use of Elizabeth Sloane's property and services.

Elizabeth Sloane's communication devices, including the Internet, are not to be used to browse or download illegal, inappropriate or offensive material. Your use of Elizabeth Sloane's Internet and e-mail must be appropriate, lawful, efficient, proper and ethical.

Further information regarding the use of Elizabeth Sloane's communication devices, including use of the Internet and e-mail, can be found under the policy outlining *Protocol for Acceptable Use of Communication Devices and Systems* in the Employees Handbook on Elizabeth Sloane's Intranet. You are required to comply with this policy at all times if you access Elizabeth Sloane's communication devices.

6. Public comment

Public comment includes public speaking engagements, comments on radio and television or to a journalist, views expressed in letters to newspapers or in books, journals and notices where it might be expected that the publication or circulation of the comment will spread to the community at large. Comments made in email messages may also be interpreted as public comment.

The official spokespersons for Elizabeth Sloane is the Managing Director unless otherwise stated. In some circumstances a department Lead speaks on behalf of Elizabeth Sloane. You must not initiate contact with the media at any time, unless instructed to by Elizabeth Sloane.

You must direct any media enquiries to the designated Managing Director at Elizabeth Sloane. You must not attempt to respond to the enquiry (even if “off the record”), under any circumstances.

Outside your work for Elizabeth Sloane, you have a right to comment publicly on political and social issues, provided you make it clear you are not making an official comment on behalf of Elizabeth Sloane or our Clients and that you are only commenting as a private citizen.

7. Alcohol and drugs

You must not conduct business on behalf of Elizabeth Sloane if you are under the influence of any drug or substance that is likely to adversely affect your ability to do your work or may pose a risk to yourself or staff or clients, or members of the public.

8. Breaches of the Code

You should be aware that Elizabeth Sloane may take action for breaches of this Code. Action may include termination of the engagement/contract and in serious cases the matter may be referred to the Police or other appropriate authorities.

