

## POLICY: BUSINESS ETHICS

Accrete requires the following attributes to be incorporated in business practices:

- Professionalism – provide helpful & effective services with honesty and consistency.
- Teamwork – work together with respect, co-operation, trust and support.
- Leadership – promote direction, encouragement and open communication.
- Ethics - honesty, responsibility and accountability.
- Pride – pride and satisfaction in work.
- Recognition – demonstrating appreciation and acknowledgment of achievements.

Parties must:


- Comply with all requirements of legislation and regulations relating to their Scope of Registration
- Provide prompt, accurate and reliable advice and information as required
- Declare actual or perceived conflicts of interest, both pecuniary and non-pecuniary
- Act fairly and honestly and in accordance with Accrete’s Policies
- Refrain from exerting pressure or offer any inducements or incentives
- Not release privileged information including intellectual property of others or discuss Accrete internal business with unrelated external parties except with consent
- Follow established lines of communication and not undermine the authorities and responsibilities of others
- Respond in a consistent and traceable manner using established protocols and procedures
- Not jeopardise commercial relationships or the viability of suppliers through the intended application of excessive margins, unrealistic contractual terms or inadequate information.

Any instances of unethical behaviour, fraud, corrupt conduct, maladministration or waste may be made to your direct report or senior management or to the Managing Director and persons reporting this will not be subject to discrimination. Clarification on contractual negotiation should first be raised with the appropriate reporting manager. This Policy is applicable to agreements or contracts between Accrete and contractors and consultants providing service or supply to and on behalf of Accrete.

### Policy Review

Accrete may make changes to this policy and procedure from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to the General Manager. Any staff member who requires assistance in understanding this Policy should contact the General Manager.

### APPROVAL

Policy applies to	All staff	Approval date	11 September
Approval authority	CEO	Signature	
Date of Last Revision	11 September 2017	Date of Review	2 February 2018

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