

Purpose

At SA Water, together we deliver safely and stand accountable, genuine and innovative everyday. Our ethical standards ensure respect, safety, integrity and lawfulness in our dealings with the public and each other.

This procedure details the ethical standards SA Water requires of its people.

Scope

This procedure applies to all SA Water workers including employees, temporary agency staff and contractors engaged by SA Water.

Definitions and Acronyms

Term	Description
Confidential Information	All information of a confidential nature regarding the past, current or future business interests, methodology, processes or affairs of SA Water, or any person or entity
Social Media	Digital channels including but not limited to blogs, micro blogs (eg Twitter), forums/boards (e.g. AdelaideNow, photo sharing sites (e.g. Flickr, Instagram), podcasts, social bookmarking (e.g. Delicious, Digg and Reddit), social networking (e.g. MySpace, LinkedIn and Facebook) and virtual world (e.g. Second Life).
We, Us	SA Water
You	Employee of SA Water

Procedure

1. Confidentiality

- 1.1. You will only use confidential information for the purpose for which it was gathered (unless required to be disclosed by law), and will:
 - 1.1.2. Respect the privacy of others;
 - 1.1.3. Release information only in accordance with privacy requirements and our policy;
 - 1.1.4. Comply with the [Freedom of Information Act 1991](#); and
 - 1.1.5. Respect the confidentiality of information gained during employment once your employment with us has ceased.
- 1.2. You will not misuse confidential information obtained in a manner that would be detrimental to us or to third parties.

2. Public Comment

- 2.1. You will not make unauthorised public comment or disclose corporate information on our behalf. Public comment includes official or other statements made via public speaking

engagements, comments on radio or television, media interviews, statements expressed in publications and via social media platforms.

- 2.2. You must comply with our [Media Protocols](#).
- 2.3. You may enter into debate or comment in a private capacity; however, such views must be presented as personal views and not made on our behalf.

3. Use of Corporate Assets

- 3.1. You must effectively and efficiently utilise resources at your disposal to minimise waste and misuse.
- 3.2. Our assets must be acquired, maintained and used in accordance with manufacturer's instructions, in a safe manner to pursue and support our business activities and objectives.
- 3.3. Personal use of our name or any brand name or trademark owned or associated with us, including letterhead or other stationery is prohibited.
- 3.4. Tools and minor items of equipment may be borrowed, at your risk, for personal use only, following completion of [Temporary Loan of Equipment and Tools Form](#) by you and approved by your Leader prior to the tool or item of equipment leaving our premises.
- 3.5. Incidental personal use of office equipment or supplies is permitted provided it is for non-commercial purposes, does not impact on the performance of work duties, is reasonable and limited, and complies with this Procedure and the [Code of Ethics for the South Australia Public Sector](#).
- 3.6. When using our property for authorised private purposes, you will be responsible for the care, security, consumables and any replacement and repair costs associated with borrowing the equipment or tools.
- 3.7. Appropriate licences must be held for relevant assets.
- 3.8. All actual or suspected losses must be reported in writing to your Leader.
- 3.9. Parameters around 'reasonable and limited' may vary according to the nature of the work performed by each business unit. Senior Managers will be responsible for determining and communicating parameters.
- 3.10. It is the responsibility of the authorising leader / manager to confirm all borrowed items are returned in working order.

4. Email, Internet and Social Media Use

- 4.1. We provide email, social media and internet access to facilitate business communications, these must not be misused.
- 4.2. All information stored, transmitted, received, or contained in these systems is our property and is subject to our access and review at any time.
- 4.3. All email, social media and internet use must be consistent with our policies (including the [Social Media Policy](#) and [IT Conditions of Use](#), to ensure a work environment where all people are treated with dignity and respect.

5. Corporate Reputation

- 5.1. Our vision is to provide world class water services for a better life.
- 5.2. Our reputation is based on operational practice and performance, social responsibility and honesty and respect applied in achieving our vision.
- 5.3. You are expected to represent our interests in the conduct of our affairs so that your actions enhance our reputation.

6. Gifts and Benefits

- 6.1. You should not accept gifts, benefits or favours where these may influence, or may reasonably be seen to influence decision making.
- 6.2. If you accept gifts, this must be recorded on the [Gifts and Benefits Register](#).
- 6.3. You are not to accept any form of payment or benefit extended to you other than incidental gifts or customary hospitality.
- 6.4. If there is any doubt about the intention of the gift, hospitality or integrity of the source, you are to decline the offer or refer the matter to your Senior Manager.

7. Conflicts of Interest

- 7.1. A conflict of interest is when your financial or other interests, or those of an associate; are or may be seen to be in opposition to your duties as our employee.
- 7.2. If you are faced with a possible conflict of interest, or your situation could be perceived to be a conflict of interest, it must be declared in writing, the circumstances discussed with your Senior Manager and any recommended action taken to avoid any real or perceived conflict of interest. [A Declaration of Conflict of Interest Form](#) must be used for this purpose.
- 7.3. You are required to avoid a conflict of interest where you, or someone associated with you may benefit as a result of your position at SA Water.
- 7.4. We expect that you will give full attention to your job responsibilities during your work hours.
- 7.5. We recognise that you may be involved in other paid or unpaid employment and permit this on the provision that it is not in conflict with, related to, or impacts on your work for SA Water and is approved by your Senior Manager or higher delegate.
- 7.6. You must not become engaged, directly or indirectly as an employee, adviser, consultant, partner, director, agent, proprietor, or significant shareholder in a business that supplies or is in competition with the products or services offered by us.
- 7.7. You will not engage in any activities that might interfere with, or even appear to interfere with, your ability to act in our best interests.

8. Separating Corporate from Private Interests

- 8.1. Your personal relationships, whether positive or negative, should not inappropriately or unfairly affect our decisions.
- 8.2. If you have the authority to select, promote, remunerate, discipline, terminate, appraise or allocate any business opportunity or SA Water resource, you will remain independent of decision making where it involves or may affect relatives, close friends and those with whom you have or have had an intimate relationship or serious conflict.
- 8.3. As a matter of course when situations as described in this section arise, employees must complete a Declaration of Conflict of Interest Form as described in clause 7 "Conflicts of Interest".

9. Fraudulent or Illegal Activities

- 9.1. We require a high standard of integrity. You will:
 - 9.1.1. Behave with integrity;
 - 9.1.2. Not engage in fraudulent, corrupt or illegal activity;
 - 9.1.3. Advise your Leader / Manager if you are charged with a criminal offence;
 - 9.1.4. Report inappropriate conduct that may reasonably be considered to be illegal or a breach of any Act; and

9.1.5. Where you reasonably suspect a matter to involve corruption or serious or systemic maladministration or serious or systemic misconduct (as defined in the [Fraud and Corruption Control Policy](#)), you must report the matter to the Office of Public Integrity as required by the [Independent Commissioner Against Corruption Act 2012](#).

9.2. We will:

9.2.1. Facilitate disclosure and elimination of corrupt or improper conduct; and

9.2.2. Protect you against any reprisal for the disclosure of information that leads to an investigation into incidents or action that may be deemed corrupt, illegal or improper.

9.3. Disclosures:

9.3.1. Should be marked confidential and directed to the Fraud Control Coordinator (General Manager Governance and Regulation) or his/her delegate (Senior Manager Audit and Risk); and

9.3.2. May be made anonymously to the Fraud Control Coordinator or his/her delegate.

9.4. [Our Fraud and Corruption Control Policy](#) and [Fraud and Corruption Control Procedure](#) provide more information.

10. Conduct at Public or SA Water Events

10.1. If you attending any function in a professional capacity or as part of your employment, you are required to abide by the [Code of Ethics for the South Australian Public Sector](#).

10.2. If you are participating in SA Water organised event, regardless of whether it occurs during or outside of normal office hours, you are required to uphold behavioural standards that reflect our good standing and the requirements of the [Drug and Alcohol Management Procedure](#).

Related Links

- [Code of Ethics for the South Australian Public Sector](#)
- [Freedom of Information Act 1991](#)
- [SA Water Media Protocols](#)
- [Fraud and Corruption Control Policy](#)
- [Fraud and Corruption Control Procedure](#)
- [Independent Commissioner Against Corruption Act 2012](#)
- [Temporary Loan of Equipment and Tools Form](#)
- [Whistleblower Procedure](#)

Document Control

Responsibilities

Procedure Owner	Manager Human Resources
Responsible Manager	Senior Manager Human Resources
Approved by	General Manager People & Safety

Approver

Approver Name	Approver Role	Signature	Date
Simon Porter	General Manager People & Safety	Signed copy filed by BMS Support.	15/01/18

Version History

Version	Effective Date	Author	Comments	Next Review
0.01	21/05/15	Kathryn Nankervis	First draft.	10/06/15
1.0	10/06/15	Kathryn Nankervis	First release.	30/06/17
2.0	15/01/18	Julie Pennetta	Enhanced the intent of the procedure, updated the social media descriptors and role titles post re-alignment.	15/01/21
2.1	16/01/19	BMS Support	Reference to IT Conditions of Use updated.	15/01/21