



TRANSGRID BUSINESS ETHICS

A GUIDE TO CONTRACTORS,
CUSTOMERS AND SUPPLIERS



TransGrid

TransGrid Business Ethics

Guide to contractors, customers and suppliers

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Our Code of Ethics and Conduct

TransGrid, is committed to the ethical standards and principles outlined in Our Code of Ethics and Conduct. Each contractor, customer and supplier is expected to maintain these standards and principles when undertaking work for, or on behalf of TransGrid.

A handwritten signature in black ink, appearing to read 'P. McIntyre'.

Peter McIntyre
Managing Director



TransGrid's business

TransGrid in partnership with contractors, customers and suppliers carries out regulated and non-regulated work to transmit high voltage electricity within NSW to electricity distributors and large electricity customers.

TransGrid staff are required to award and supervise contracts as well as employ services by private firms to support TransGrid activities.

TransGrid's values

- **Honesty and integrity**
To be truthful and consistent in all our dealings.
- **Trust and respect**
To recognise and have confidence in the ability of our colleagues, value their contributions and opinions, and accept the differences, as well as the similarities of people.
- **Open communication**
To share information in an open and transparent manner.
- **Professionalism**
To undertake our tasks diligently, and to address competently the difficult as well as the ordinary issues that we face.
- **Fairness and equity**
To undertake our duties without fear or favour, and make decisions with impartiality and sensitivity.
- **To act with consideration**
To treat people with understanding and consider their viewpoints when making decisions.



TransGrid staff

We expect our staff to abide by the law and all relevant TransGrid policies and procedures. Our staff are accountable for their actions and are expected to act in the public interest. We expect our staff to act in good faith, act with due care and diligence.

Contractors, customers and suppliers responsibilities

Similarly in all dealings with TransGrid, you are responsible for maintaining high ethical standards in all contract work. TransGrid expects all parties to perform their duties with integrity.

Behaviour should be courteous towards the public, TransGrid staff, TransGrid's customers and people from other contractors and agencies, and should not bring TransGrid into disrepute.

All parties must obey all relevant laws and contractual obligations.

Community, environmental and legal responsibilities

TransGrid has community, environmental and legal responsibilities, which you are expected to honour when doing business with and on behalf of TransGrid. All business associates and staff are responsible for their own conduct.

All parties are expected to know and understand what their responsibilities are, what work they are to do, how it is to be done, and the results to be achieved in connection with TransGrid work.



Occupational health and safety

Safety is paramount and therefore all persons should protect their safety and others in the work environment, and the public arena. TransGrid is responsible for providing a safe work environment and for putting first, the health, safety and welfare of its employees, contractors, customers and the community where affected by TransGrid operations. All contractors must abide by relevant OH&S legislation when conducting work for and on behalf of TransGrid.

Fairness and equity

All personnel are expected to be honest, fair and nondiscriminatory in their dealings with TransGrid staff, TransGrid's clients, other contractors, suppliers and their people, as well as the public. We endeavour to be fair by ensuring our processes are appropriate, open, transparent and accountable, wherever practicable.

Respect for the individual

You should avoid causing distress or other forms of harm, respect other people's individual differences and rights, and treat all people with courtesy and sensitivity.

TransGrid's resources

TransGrid resources may only be used to do your work for TransGrid with TransGrid's approval. TransGrid's resources include material, equipment, vehicles, documents, records, data and information.



Corporate information and intellectual property

Business associates and staff must take care to maintain the security of TransGrid's corporate information that they become aware of in their work with TransGrid. Intellectual information remains the property of TransGrid and can only be utilised with the agreement of TransGrid. Intellectual property rights cannot be assumed and must be negotiated before being recognised by TransGrid.

Confidential information

TransGrid's confidential information shall not be accessed, used, disclosed, or made available without the authorisation of TransGrid. There is no automatic right to pass on confidential information to a third party.

Personal information

You must abide by the privacy legislation governing the collection, holding, use, correction, disclosure or transfer of personal information obtained through your dealings with TransGrid. Any breach of the security of TransGrid's confidential or personal information, or any misuse of confidential or personal information must be reported to TransGrid's Corporate Audit and Risk Manager.



Private secondary employment or business

Employees of TransGrid must not undertake private or secondary employment or conduct a business that conflicts with their TransGrid duties, interferes with TransGrid's business, or make use of TransGrid information or resources. They must have the written approval of their relevant Regional/Group Manager before engaging in other employment or conducting a business.

TransGrid can require an employee to cease private employment or conducting a business if any of the above situations exist and cannot be resolved.

Post-separation employment

If a TransGrid employee ceases employment they may not use or take advantage of any corporate, confidential or personal information obtained in the course of their employment or contract with TransGrid.

Hospitality, gifts and benefits

Hospitality, gifts or benefits must not be offered to any TransGrid employee, which is designed to gain any advantage for yourself or your organisation, or which the public could reasonably see as likely to cause that TransGrid employee to depart from his or her proper course of duty. Token gifts may be given or accepted if the gift is not likely to be seen as compromising.



Cash should not be, in any circumstances, offered to a TransGrid employee. If hospitality, a gift or benefit is offered to TransGrid employees to influence the way they do their work, they must report it immediately under TransGrid's policies and procedures. A Hospitality, Gifts and Benefits Register is maintained and reviewed regularly.

Conflicts of interests

If a conflict of interest in your work for TransGrid exists or arises, you must disclose it to TransGrid. A conflict of interest arises if your own interests, or those of other people close to you, conflict with your obligations to TransGrid.

A conflict would exist where you have a personal interest, or your relative, company, employer or other person known to you has an interest, that could lead you to be influenced in the way you carry out your duties to TransGrid

Public comment or statement

Non-TransGrid personnel must not make any public comment or statement that would lead anyone to believe that they are representing TransGrid, or expressing its views or policies unless they have been given permission by an authorised officer of TransGrid.

This includes comments or statements made:

at public and community meetings; via the media; or when it is reasonably foreseeable that the comments or statements will become known to the public at large.

Alcohol and drugs

You have a responsibility to not attend or resume work impaired by alcohol or drugs as as to ensure your own safety and the safety of others.

Reporting corruption, maladministration and wastage

When doing work with, for, or on behalf of TransGrid, all businesses and personnel have a responsibility to report any suspected corruption, maladministration or serious and substantial wastage involving TransGrid.

Suspected instances can be reported to TransGrid's Corporate Audit and Risk Manager on TransGrid's Ethics and Conduct **Helpline**, [1800 261 993](tel:1800261993) or [02 9284 3123](tel:0292843123).

Alternatively, you can report suspected instances to the Independent Commission Against Corruption (ICAC), the Ombudsman or the NSW Auditor General.

Breaches of TransGrid Business Ethics

Any breach of TransGrid's Business Ethics – A Guide to Contractors, Customers and Suppliers may cause penalty clauses in the contract to be invoked and/or civil or criminal proceedings to be brought.

TransGrid Helpline

If you have any questions about Our Code, or privacy information that you are unsure of, contact the Corporate Audit and Risk Manager on the Ethics and Conduct **Helpline** on [1800 261 993](tel:1800261993) or [02 9284 3123](tel:0292843123).

You can also call the St James Ethics Centre ethi-call, the good decision line, on [1800 672 303](tel:1800672303) to discuss any ethical situation you may be faced with. Ethical-call provides confidential advice.





TransGrid Ethics Helpline

Toll Free 1800 261 993

Phone 02 9284 3123

Web www.transgrid.com.au



TransGrid