

## Standards of Integrity & Conduct

### The way we do things around here

At Horizons we have a vital role in supporting and growing our communities. As an organisation, our Vision is to be recognised for our expertise, innovation, science and leadership in making the region a great place to live, work and play. Our Strategic Priorities (the 'Big 5') guide the way we work towards achieving this vision.

We also recognise that our staff are key to achieving this vision.

To achieve this, we must ensure we provide the best possible service to our communities who rely on us to work consistently, professionally and to the highest standard. We want them to believe they have received great service from us.

Our Standards of Integrity and Conduct support our values of professionalism, team work, integrity and self-responsibility, and describe our expectations for the way employees will conduct themselves at work and in the community.

This policy does not cover every possible situation, and if staff have questions about whether or not something breaches these standards, they should talk to their manager or a member of the People & Capability Team.



### Our Responsibilities

As employees our actions are representative of the actions of Horizons, and we are accountable to the public in the work we undertake. This means we are expected to:

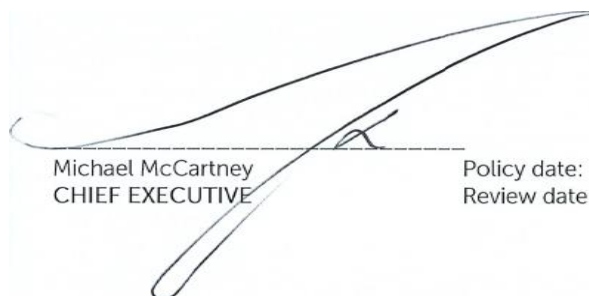
- Work within the law with honesty, integrity, and openness to scrutiny.
- Ensure our activities, both private and public, do not discredit Horizons in any way.
- Comply with all Horizons policies and procedures including, but not limited to, those related to professional integrity and conduct:
  - [Conflict of Interest Policy](#)
  - [Fraud Policy](#)
  - [Staff Gifts and Professional Acknowledgement Policy](#)
  - [Computer Use Policy](#)
  - [Media Policy](#)
  - [Health and Safety Policy](#)
- Respect colleagues and customers.
- Take all reasonable care for the health and safety of ourselves and others in the workplace.
- Provide a quality service at all times to colleagues, customers and other agencies.
- Perform work to an agreed standard.
- Keep agreed hours of attendance and have proper authorisation for any leave of absence.
- Treat all information and knowledge gained during employment with confidentiality and care.
- Ensure all documentation and intellectual property owned by Horizons remains Horizons property and is not copied or distributed without express permission.

### Dress Code

We acknowledge that we all have our own personal style and individual preference with regard to the way we present ourselves. We do however expect that staff present themselves appropriately for their position and functions performed, and do not create an unfavourable impression of Horizons, or cause offence to colleagues.

### Review of these Guidelines

These guidelines may be reviewed from time to time by Horizons at its sole discretion, and in any event will be reviewed biennially. To be clear however, these guidelines remain valid and in force, irrespective of whether the review date has passed. Horizons will notify employees of any changes made; and may, at its sole discretion, consult employees prior to making any such changes.



Michael McCartney  
CHIEF EXECUTIVE

Policy date: March 2021  
Review date: March 2023