



# Code of Conduct

<b>Title:</b>	Code of Conduct
<b>Approved by:</b>	QCN Board
<b>Responsible lead:</b>	Chief Executive
<b>Audience:</b>	All QCN
<b>Brief description:</b>	Sets out the standards of behaviour required of QCN Staff.
<b>Periodicity of review:</b>	Every two years
<b>Approved:</b>	March 2026
<b>Next Scheduled Review Date:</b>	March 2028

## Version History

<b>Version</b>	<b>Date</b>	<b>Section(s)</b>	<b>Summary of Amendment</b>
1.0	20/09/19	All	Amendments reflecting change in the company name from FibreCo to QCN Fibre.
2.0	30/10/2020	All	Annual review
3.0	21/03/2022	All	Annual review
4.0	20/03/2023	All	Annual review
5.0	18/03/2024	All	Annual review
6.0	15/07/2025	All	Updates to reflect Board requested Compliance Review
7.0	30/03/2026	All	Annual review

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# 1 Introduction

This Code of Conduct brings to life our culture and commitment to our customers.

It sets out the standard of behaviour which is expected at QCN, to enable QCN Staff to contribute to the delivery of QCN's objectives.

The guiding principles and requirements of the Code of Conduct need to be applied to each employee's daily tasks and duties at QCN. Where an employee has any questions or concerns about understanding or applying this Code of Conduct, they should speak with the Chief Executive Officer (CEO) or Operations Director (OD).

Likewise, if an employee is aware of something that might be a breach of the Code of Conduct, it should be raised with the CEO or OD so it can be addressed.

## 1.1 Scope

This Code applies to every person working for QCN. For the purposes of this document only, QCN Staff are defined as:

- Any QCN employee whether permanent, temporary, full-time, part-time or casual
- Any volunteer, contractor, consultant, labour hire worker, or anyone who works in any other capacity for QCN.

This Code of Conduct applies in the workplace, at places where there is a connection with work, or where the employee's behaviour impacts, or has the potential to impact QCN, including (without limitation) when:

- At work/on duty for QCN
- Attending and representing QCN at a work-related event or function or can be identified as working at QCN. This includes but is not limited to conferences, award events, media briefings, meetings and events or meetings that are held outside of traditional office hours or on weekends.
- Wearing photo IDs or identification cards that show the QCN brand or apparel that has the QCN brand on it.
- On QCN premises under the control of QCN.

# 2 Roles and Responsibilities

<b>Chief Executive Officer</b>	<ul style="list-style-type: none"> <li>▪ Responsible for ensuring that the Code of Conduct is maintained and reviewed regularly to ensure currency.</li> <li>▪ Responsible for developing the training material and providing input to training delivery on the Code of Conduct</li> <li>▪ Responsible for ensuring that all staff understand and comply with the requirements of the Code of Conduct</li> </ul>
<b>Managers</b>	<ul style="list-style-type: none"> <li>▪ Responsible for modelling and promoting the Code of Conduct. They have the ability to influence others by fostering an ethical environment and demonstrating this awareness in performing their duties, and in making decisions.</li> <li>▪ Responsible for ensuring that employees attend all training on the Code of Conduct comply with the requirements and are appraised of any changes or updates made to the Code of Conduct.</li> </ul>
<b>QCN Staff</b>	<ul style="list-style-type: none"> <li>▪ Have an obligation to comply with the requirements of this Code of Conduct. Take personal responsibility to uphold this Code of Conduct in the performance of their duties</li> <li>▪ Participate in training on their Code of Conduct obligations</li> </ul>

## 2.1 Monitoring and Compliance

All QCN Staff will be required to be familiar with QCN's Code of Conduct. Updated Code of Conduct to be sent to all staff annually by the Operations Director after it is approved by the Board in March each year. The Chief Executive Officer is responsible for ensuring that all QCN Staff understand and meet Code of Conduct requirements.

## 2.2 Risk Management

The Code of Conduct enables staff to perform their duties in a safe and productive environment where diversity is valued.

The Code of Conduct operates in conjunction with QCN's policies and procedures to ensure that risks associated with inappropriate behaviour are identified early and managed effectively.

# 3 Maintaining a Safe and Productive Work Environment

QCN is committed to providing a work environment where people feel safe, are treated fairly, respectfully, and with dignity, free from harassment and bullying and any other inappropriate conduct. Any instances of the behaviours below should be discussed with the CEO, OD or Company Secretary and will be treated in the strictest confidence. Each matter will be assessed on a case-by-case basis, dependent on the circumstances involved. A full investigation will be undertaken, and assistance may be sought from QCN's parent entity. The individuals involved will be given the opportunity to respond to allegations.

## 3.1 Workplace Bullying

Workplace bullying is repeated and unreasonable behaviour directed towards a staff member, or a group of QCN Staff, that creates a risk to health and safety.

Unreasonable behaviour includes behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

Workplace bullying can include behaviours such as practical jokes, belittling and humiliating comments, sabotaging a person's work, unjustified criticism, setting unreasonable deadlines, denying access to information, hiding documents or equipment, deliberately excluding someone from work-related activities, spreading malicious rumours, abusive and offensive language.

Workplace bullying can have significant and adverse impact on people and QCN.

Staff must not engage in actions or behaviours that involve Workplace Bullying. It is important that employees consider the implications of their behaviours.

Anyone experiencing or witnessing such behaviour should discuss this with the CEO or OD.

**Note:** Workplace bullying should not be confused with reasonable management action taken in a reasonable way such as constructive feedback, performance management, or individual or group development.

## 3.2 Sexual Harassment

Sexual harassment is any unwelcome conduct of a sexual nature which is done either to offend, humiliate or intimidate another person, or where it is reasonable to expect the person might feel that way. It includes uninvited physical intimacy such as touching in a sexual way, uninvited sexual

propositions, and remarks with sexual connotations. Sexual harassment does not have to be deliberate or repeated to be unlawful.

Staff must not engage in actions or behaviours that involve sexual harassment. It is important that staff consider the implications of their behaviours.

Anyone experiencing or witnessing such behaviour should discuss this with the CEO or OD.

### 3.3 Unlawful Discrimination

QCN is committed to developing and maintaining a diverse and inclusive workplace where staff treat others fairly and with respect. Unlawful discrimination within the workplace will not be tolerated.

Discrimination occurs when a person is treated less favourably (either directly or indirectly) because of a certain attribute, or due to an association with a person identified as having a certain attribute.

Grounds for discrimination include gender, relationship status, pregnancy, parental status, breastfeeding, age, race, impairment, religious belief or religious activity, political belief or political activity, trade union activity, lawful sexual activity, gender identity, sexuality, family responsibilities or association with a person identified as having one of these attributes.

Anyone experiencing or witnessing such behaviour should discuss this with the CEO or OD.

#### **QCN Staff will:**

- Treat others with respect and dignity
- Encourage and insist on a workplace free of harassment and bullying
- Demonstrate fairness and respect for diversity
- Ensure employment-related decisions, including recruitment, promotion, training and development, compensation and termination of employment are based on merit and business considerations

#### **QCN Staff will not:**

- Behave in a way that is offensive, insulting, intimidating, malicious or humiliating
- Engage in sexual harassment
- Make decisions based on attributes unrelated to job capabilities or performance
- Make jokes or comments about a person's race, gender, ethnicity, religion, sexual preference, age, physical appearance or disability.

## 4 Work Health and Safety

Every individual is responsible and accountable for health and safety management, and QCN Staff are required to be active role models of this commitment.

### 4.1 Safety

Safety is essential for all QCN Staff. QCN will continuously work towards improving its safety procedures and culture.

Ensuring a safe work environment means all staff demonstrate safe behaviours at all times, ensuring the Chief Executive and Senior Leadership team openly reports, discusses and resolves incidents and events in a timely manner, and proactively managing health and safety risks.

#### **QCN Staff will:**

- Demonstrate safe behaviours at all times
- Care for their wellbeing, and the wellbeing of others
- Proactively manage health and safety risks

- Comply with QCN's work health and safety policies and procedures and assist others to do the same
- Identify, assess and take steps to control and escalate health and safety hazards, including psychosocial safety hazards
- Report any accident, injury, illness or incident to the CEO or member of the leadership team so that appropriate action can be taken
- Know what to do in the case of an emergency and ensure that visitors are familiar with QCN's emergency procedures.

**QCN Staff will not:**

- Assume that someone else will report a risk or concern, and that as a result it does not need to be raised

## 4.2 Fitness for Work

All QCN Staff are required to be physically and mentally capable of performing their role, without undue risk of harm to themselves or others, and not adversely affected by drugs, alcohol or fatigue. QCN is an alcohol-free workplace. A blood alcohol level of 0% must be maintained by QCN Staff while at work, including lunch breaks, business meetings and where otherwise representing the company.

The provision of alcohol to QCN and non-QCN Staff for business entertainment and hospitality purposes is acceptable, but should be kept within prudent and reasonable limits, taking into consideration the nature of the function and internal QCN requirements.

Staff will advise the Chief Executive of any condition, medical condition and/or medication that may affect their ability to undertake their work in a safe and effective manner.

**QCN Staff will:**

- Come to work fit and ready to perform work
- Have a discussion with the CEO or Manager if taking prescribed medication that could affect their work performance

**QCN Staff will not:**

- Undertake work (including driving to and from work, or attending work functions) while impaired by alcohol or drugs (illegal, legal or prescribed)
- Smoke on QCN premises

## 5 Representing QCN

When representing QCN, employees should behave courteously and professionally. A staff member's conduct reflects on QCN and should promote QCN as an organisation of highly-skilled professionals. QCN Staff will maintain a tidy and professional appearance while on duty.

### 5.1 Social Media and Public Discussion

Only QCN Staff members authorised by the Board pursuant to the Authorisation Policy are permitted to post on social media on behalf of QCN for approved business use. QCN Staff are required to use the same level of care and professionalism as with other written communications.

Appropriate use of social media is a requirement where the employee's use of social media is connected to QCN, even when it is out of work hours, on private and restricted networks, and on personal technologies and equipment.

**QCN Staff will:**

- Refrain from communications that may damage or be reasonably perceived as detrimental to QCN's reputation or that of its customers.
- Refrain from communications that are potentially offensive, obscene, defamatory, abusive, derogatory or otherwise unlawful, inappropriate or unprofessional.
- Refrain from addressing any media enquiries through social media communications.
- Report media and public comment enquiries promptly to the communications leader, and not respond unless specifically authorised by the CEO or OD.
- Take all reasonable steps to ensure that any comments which are made as a private citizen are clearly understood to be personal viewpoints, or those of a separate organisation

**QCN Staff will not:**

- Use any QCN trademarks, brand or the identity or images of colleagues and other individuals in external communications, including social media (and hashtags), unless specifically authorised to do so.
- Act as spokesperson for QCN or imply that they represent QCN unless specifically authorised.
- Discuss or disclose any confidential information, other non-public proprietary QCN information, personal information that is obtained in their capacity as a QCN Staff member, or any confidential information regarding or obtained from QCN's customers, potential customers or vendors.

Further details can be found in QCN's Media and Social Media Protocol.

## 6 Conflicts of Interest

### 6.1 Identifying and Managing of Conflicts of Interest

QCN Staff are required to avoid any activity which would conflict with their responsibilities to QCN, or compromise the quality of their work performance, their commitment to their work, or their ability to make appropriate decisions.

Conflicts of interest create the risk that professional integrity may be questioned. Thus, personal views and interests must be put aside to ensure customers trust QCN to act professionally and in accordance with policies and procedures. See also the QCN Conflict of Interest Policy and QCN Background Check Policy.

Conflicts of interest can be actual, perceived, or potential.

- An actual conflict of interest involves a current issue or change in circumstances that results in a direct conflict between your QCN responsibilities and a competing interest or obligation.
- A perceived conflict of interest involves a current issue where it could reasonably be perceived that a competing interest could give rise to a conflict between your QCN responsibilities and a competing interest or obligation.
- A potential conflict of interest arises where an existing interest or obligation could give rise to a future conflict between QCN responsibilities and a competing interest or obligation.
- Where an individual recognises there may be a conflict of interest, they must advise the CEO or their team leader and notify QCN by completing a Conflict of Interest Declaration Form and submitting it for review.

**NOTE:** While having a conflict of interest or significant change in circumstances is not a breach of the Code of Conduct, failure to declare and manage a conflict of interest or significant change in circumstances may be a breach.

**QCN Staff will:**

- Conduct all business relationships in a professional manner

- Avoid business dealings and personal relationships that cause or may cause conflicts of interest, or create the appearance of a conflict
- Excuse themselves from any decision-making process where they have an interest that influences or is perceived as influencing their ability to make an objective and appropriate decision.

**QCN Staff will not:**

- Hold positions or investments in organisations that have business dealings with QCN if the staff member is in a position to influence transactions, or if the relationship itself creates an actual, potential or perceived conflict of interest
- Misuse a staff member position to promote or assist an external activity or party
- Personally undertake any opportunities in which QCN could have an interest, and that are identified through the use of QCN information

## 6.2 Engaging in Secondary/Outside Employment

Prior to engaging in secondary / outside employment, or private business interests outside of QCN, staff must notify the CEO or OD, and ensure that the activity will not:

- Conflict or interfere with the employee's QCN duties
- Adversely affect the employee's work performance
- Involve information or resources obtained or available through work with QCN
- Discredit or disadvantage QCN
- Provide unfair advantage or benefit to the employee, or another party
- Occur during QCN working hours.
- If there is a possibility that any of the above could apply, or there could be a perceived conflict of interest the employee must:
  - Talk with the CEO or OD
  - Have record of how any conflict, or impact, will be managed
  - Declare the conflict of interest by completing a Conflict of Interest Declaration Form and submitting it for review.
- QCN resources such as telephones, photocopiers and computers, must not be used for the purposes of secondary employment or private business interests. The use of QCN resources for personal commercial gain or profit is not permitted at any time.

# 7 Confidentiality and use of QCN Information

## 7.1 Employee Obligations

When performing work on behalf of QCN, employees have an obligation to protect QCN's confidential information and to use it for its intended purpose. 'Information' refers to all internal and external data, held in either physical or electronic formats. During the course of their duties, QCN Staff may acquire information about QCN, its customers, suppliers, contractors or other third parties that is confidential, competitively sensitive and/or proprietary. Staff should assume that company information is confidential or competitively sensitive and not for external distribution unless they have a clear indication that QCN has officially released the information.

Information must not be used for personal benefit, or for the benefit of anyone outside QCN, and should only be accessed and used if necessary, in the performance of QCN duties.

Where employees are not sure what information they can share, they should speak with the CEO or OD for further guidance. See also the QCN Information Management Policy.

**QCN Staff will:**

- Maintain the confidentiality of QCN's information
- Report any leaks of QCN information to the CEO or OD

- Seek advice if considering dealing in securities associated with QCN's operations
- Carefully consider the information disclosed to those external to QCN

#### **QCN Staff will not:**

- Disclose inside information to anyone outside QCN (with the exception of any disclosures made in accordance with any whistle-blower or public interest disclosure frameworks), including family and friends, unless it is appropriately authorised, documented and is necessary. This does not include disclosures made to a worker's union or legal advisors for the purposes of seeking support or advice on a personal matter related to their own employment or on behalf of a union member. In such cases information should be shared in confidence.
- Store or transmit confidential information outside of QCN's network/system without approval
- Recommend or suggest that anyone else buy, sell or deal in the securities of any company, while having inside information about the company.
- Trade in the shares of companies when the employee has access to inside information that, if made public, could reasonably be expected to affect that company's share price.

## **8 Privacy**

QCN has a Privacy Policy that sets out how QCN meets the requirements of the *Privacy Act 1988* (Cth) (**Privacy Act**) and the *Information Privacy Act 2009* (Qld) (**IP Act**).

The National Privacy Principles (NPPs), as contained in the Privacy Act, establish a personal information protection regime. For the purposes of the NPPs, 'personal information' is regarded as information or opinion about an identified individual, or an individual who can be readily identified from such information. Examples include name, address, date of birth, telephone number, Tax File Number and bank account details.

As an entity subject to the NPPs, QCN remains committed to only collecting, using, disclosing and retaining personal information that is necessary to meet business requirements, in accordance with the Australian Privacy Principles (APPs) and the Privacy Act. The key obligations for QCN Staff in this context include the following:

- **Collection:** QCN Staff are to collect personal information by authorised means and for a purpose relevant to QCN's functions and operations.
- **Use:** Personal information must only be used for the purpose for which it was obtained unless special circumstances apply.
- **Disclosure:** Personal information must generally not be disclosed to external parties unless, for example;
  - Release of the personal information is required by law; or
  - The personal information is publicly available; or
  - QCN is authorised to do so in writing by the individual whose information is to be released.
- **Storage and retention:** Personal information must be stored securely and retained only for the relevant authorised period

When performing work on behalf of QCN, staff must adhere to the requirements relating to the collection, storage, use and disclosure of personal information as contained within the Privacy Policy. QCN respects employee's personal information and privacy and expects employees to respect the personal information and privacy of others.

QCN is also subject to Chapter 3 of the IP Act which establishes a personal information access and amendment regime. Under this regime, persons can apply to access their personal information held by QCN and also make an application to have their personal information, as held by QCN, amended. For the purposes of the IP Act, personal information is also defined as information which has the capacity to identify a person.

Where QCN Staff receives a formal application under the IP Act to access or amend personal information, QCN Staff are to immediately refer the application to the CEO or OD. Formal applications made under the IP Act are applications made in writing using a specific application form approved under the IP Act. A request to update an address made by a member of the public by a telephone call to QCN would be an administrative request and would not constitute a formal application to amend personal information under the IP Act.

For further information or if a staff member is aware of any actual or suspected violations or risks to personal information it must be reported as soon as possible to the CEO or OD.

**QCN Staff will:**

- Comply with all legal requirements that apply to the collection, use, disclosure and retention of personal information
- Only collect, use, disclose and retain personal information that is necessary for legitimate activities and functions
- Use personal information in a way that is consistent and compatible with the purpose for which it was collected, unless otherwise approved by the relevant individual
- Utilise safeguards to help protect personal information against risks such as loss or destruction or unauthorised access, or the use, modification or disclosure of personal information
- Maintain the accuracy of personal information.

**QCN Staff will not:**

- Access personal information unless they have appropriate approval and a clear business need to do so.
- Provide personal information to anyone inside or outside of QCN without proper approval.

## 9 Gifts and Entertainment

### 9.1 Entertainment and Hospitality

On occasions, it will be appropriate for QCN to offer entertainment and hospitality to customers, workers and key stakeholders. As a GOC subsidiary, QCN and its employees need to be transparent and accountable for such expenditure.

Corporate entertainment and hospitality occurs when meals and/or entertainment is provided that is more than light meals/refreshments associated with a QCN business related activity.

Approval for expenditure on corporate entertainment and hospitality will in most instances need to be obtained in advance. Guidance on activities which constitute entertainment can be found in QCN's Corporate Entertainment and Hospitality Policy along with details on limits and approval requirements.

Wherever expenditure on corporate entertainment and hospitality occurs, supporting documentation must be obtained and retained for tax and reporting purposes.

### 9.2 Receiving and Giving of Gifts and Donations

Accepting gifts from contractors and suppliers may be a legitimate way of building good business relationships, however as a GOC subsidiary, QCN does not encourage the receiving of gifts, as this could lead to the creation of a conflict of interest. Employees must never accept a gift or benefit if it is possible that this may influence their decision making, the way in which their job is performed, or cause others to perceive that there has been improper influence.

Token gifts, such as chocolates, a bottle of wine, diaries and souvenirs are generally acceptable provided they are not accepted from the same source on a regular basis.

If offered a gift with a value greater than \$100, staff must report the gift to the CEO or OD to see if the gift can be accepted. If the gift is offered to the CEO, it must be reported to the Chair to determine if it can be accepted. 'Reportable gifts' include all valuable items or property, as well as travel, entertainment, hospitality, or any other benefit inconsistent with industry norms or which could be considered inappropriate.

The CEO or OD must be informed immediately if a substantial gift or benefit is offered in an attempt to influence the employee's decision making. The Chair is to be informed of a substantial gift or benefit offered to the CEO to influence a decision.

When giving gifts or donations, prior approval from the CEO or OD will be required for all donation of services, materials, or money (other than approved QCN gifts) to external persons, institutions, organisations or. The OD is authorised to approve the giving gifts or donations to external persons, institutions, organisations or charities where the value of the gift or benefit does not exceed \$100.

#### **QCN Staff will:**

- Report and record any gift offered and accepted with a value greater than \$100
- Clearly articulate QCN's requirements on accepting gifts at the beginning of new business relationships, especially where cultural norms may be different from those outlined in the code
- Assess the potential for a conflict of interest when accepting gifts
- Be prepared to decline politely any offer not in line with QCN's standards
- Regard gifts received through an intermediary as being the same as those given directly

#### **QCN Staff will not:**

- Request a gift of any kind from a supplier, customer or other party. This includes both direct requests and giving the impression that the offer of a gift or hospitality would be appropriate or desirable.
- Retain a gift over \$100 without obtaining approval

- Receive gifts or favours in return for business services, or information, or a business advantage
- Accept gifts, not designed to further a valid business purpose or relationship.

## 10 Use of Company Resources

QCN's resources exist in various forms and include physical and non-physical resources such as facilities, equipment, information, data, and an employee's time at work. Each employee has an obligation to protect QCN's resources and to use them honestly, economically, efficiently and for their intended purpose.

The use of QCN equipment, materials or other resources for private reasons is generally not permitted unless prior approval is obtained from the CEO or OD. Within reason, a limited amount of personal use of telephones, photocopiers and computers is acceptable, provided this does not interfere with an individual's work, and is not connected with a second job, or any private business interests. i.e. anything where a profit may be made via the use of QCN resources.

QCN resources are not to be used for any offensive, obscene, illegal, or otherwise inappropriate purposes (e.g. online/internet gambling), and QCN will not be responsible for any such acts committed using QCN assets. Guidance on activities which constitute the acceptable use of QCN's IT resources can be found in QCN's Acceptable Use Policy. All new QCN employees are required to read and sign (to indicate that they have read and understood) the Acceptable Use Policy.

### QCN Staff will:

- Use QCN resources for their intended purpose
- Read and sign the Acceptable Use Policy upon commencement with QCN
- Protect QCN's resources from waste, damage, misuse, loss, fraud or theft
- Prevent non-authorised personnel from accessing QCN facilities, information, data or other assets where possible, and report immediately any use of resources where there is a suspected breach.

### QCN will not:

- Use QCN resources for personal gain
- Enter into any fraudulent or illegal transactions involving QCN's resources
- Permit unauthorised entry to a QCN site or office, or access to QCN's information technology
- Deliberately access, store, send, post or publish inappropriate material, or ignore others doing so
- Use QCN resources for secondary employment or private business interest

## 11 Complaints Management

Workers are encouraged to discuss any concerns that they have regarding behaviour which may be in breach of the requirements of the Code of Conduct with the CEO, OD or Company Secretary. All complaints will be assessed on a case-by-case basis. Dependent on the circumstances involved, an investigation may be undertaken with assistance from QCN's parent entity.

Alternatively, a concern can be submitted anonymously for individuals not wishing to disclose their identity. **This can be done via Powerlink's Integrity hotline, which is** provided by the independent company PKF Integrity Services. PKF can be contacted on 1800 490 708 or [powerlinkqldhotline@pkf.com.au](mailto:powerlinkqldhotline@pkf.com.au).

## 12 Consequences of a Breach

QCN is committed to the standards and principles outlined in this Code of Conduct. The Code of Conduct is designed to attract the highest level of confidence from colleagues, shareholders, customers and suppliers. It is also there to protect QCN Staff by providing guidelines on expected standards of behaviour.

Any breach of the Code will be managed in accordance with the Performance Counselling and Discipline Procedure outlined in the Employment Handbook.

## 13 References

The following documents are additional references:

- QCN WHS Management System
- QCN WHS Management Policy
- QCN Mental Health and Wellbeing Guideline
- Psychological Safety and Wellbeing Guide – QCN Controls
- QCN Media and Social Media Protocol
- Authorisations Policy
- QCN Conflict of Interest Policy
- QCN Information Management Policy
- QCN Privacy Policy
- QCN Corporate Entertainment and Hospitality Policy
- QCN Acceptable Use (of IT devices) Policy

## 14 Definitions

The following definitions apply to this policy and any related policy documents.

Term	Definition
<b>Conflict of Interest</b>	<p>Where a worker has competing interests or loyalties and these competing interests could interfere with the proper and impartial performance of the employee's duties at QCN, or could have the appearance of affecting the worker's judgement, objectivity or independence. Conflicts of interest can be actual, perceived or potential.</p> <ul style="list-style-type: none"> <li>▪ An <b>actual</b> conflict of interest involves a current issue that results in direct conflict between the employee's QCN responsibilities and a competing interest or obligation</li> <li>▪ A <b>perceived</b> conflict of interest involves a current issue where it could reasonable be perceived that a competing interest could give rise to a conflict between the employee's QCN responsibilities and a competing interest or obligation.</li> <li>▪ A <b>potential</b> conflict of interest arises where an existing interest or obligation could give rise to a future conflict between the employee's responsibilities and a competing interest or obligations</li> </ul>
<b>QCN Staff</b>	The Directors of QCN and any QCN employee whether permanent, temporary, full-time, part-time or casual, or any volunteer, student, contractor, consultant, labour hire worker, or anyone who works in any other capacity for QCN.
<b>Sexual Harassment</b>	Sexual harassment is any unwelcome conduct of a sexual nature which is done either to offend, humiliate or intimidate another person, or where it is reasonable to expect the person might feel that way.
<b>Social Media</b>	The range of web-based communication tools that enable people to interact and share information and ideas online.
<b>Unlawful Discrimination</b>	<p>Unlawful discrimination can be direct or indirect.</p> <p>Direct discrimination occurs when a person is treated less favourably because of a certain attribute, or due to an association with a person identified as having a certain attribute.</p> <p>Indirect discrimination is when a person/s imposes, or proposes to impose a term:</p> <ul style="list-style-type: none"> <li>▪ Which a person with an attribute does not or is notable to comply; and</li> <li>▪ A higher proportion of people without the attribute comply or are able to comply; and</li> <li>▪ Is not reasonable.</li> </ul> <p>Grounds for discrimination include gender, relationship status, pregnancy, parental status, breastfeeding, age, race, impairment, religious belief or religious activity, political belief or political activity, trade union activity, lawful sexual activity, gender identity, sexuality, family responsibilities or association with a person identified as having one of these attributes.</p>
<b>Workplace Bullying</b>	<p>Repeated and unreasonable behaviour directed towards a worker, or a group of workers that creates a risk to health and safety.</p> <p>Unreasonable behaviour includes behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.</p>

## Attachment 1

### Annual Acknowledgement and Acceptance of the QCN Code of Conduct

As a QCN Staff member (as defined in Section 1.1 of the QCN Code of Contract), I acknowledge that I have read, understood and will abide by the QCN Code of Conduct.

<b>Name</b>	
<b>Position in or Role with QCN</b>	
<b>Signature</b>	
<b>Date</b>	