



Redland Investment Corporation

Code of Professional Conduct

as of July 2019





Code of Professional Conduct

The professional code of conduct details the standard of behaviour expected by employees of Redland Investment Corporation (RIC).

This guide is to help RIC employees understand their responsibilities and obligations regarding expected behaviour.

In our professional actions and dealing with other staff members and the community RIC employees shall conduct themselves with the highest standard of honesty, integrity, respect and fairness.

RIC has adopted the code of ethics used by the *Governance Institute of Australia* to strive to meet the highest standards of professional conduct.

Code of Ethics

1. RIC requires its employees to observe the highest standards of professional conduct and ethical behaviour in all their activities, enhancing their own public standing and increasing public confidence.
2. RIC employees shall uphold and abide by all pertinent federal, state and local government laws and regulations, as well as common law obligations.
3. RIC employees shall refrain from conduct or action which detracts from the reputation of the organisation.
4. RIC employees are required to exercise complete probity, honesty and diligence in carrying out their duties and responsibilities.
5. RIC employees shall at all times safeguard the interests of their employers by not knowingly being party to any illegal or unethical activity.
6. RIC employees shall not enter into any agreements or undertake any activity which may be in conflict with the interests of their employers or which would prejudice the performance of their professional duties.
7. RIC employees shall not use confidential information gained in the performance of their duties for any personal gain nor in a manner which would be detrimental to their employer.
8. RIC employees shall exercise due care and diligence in performing their duties and ensure the currency of their knowledge, skills and technical competencies.
9. RIC employees acknowledge that this Code is to be adhered to both in spirit and to the letter, so that employees' conduct is governed by the highest standards of professionalism and ethical behaviour.

Implementing the Code of Ethics

Implementing the code of ethics and making it part of the culture involves ensuring that all employees are aware of this guide. As part of an employee's induction process the employee is stepped through the code of ethics and their implications.