

POL-06	WIDE BAY GROUP TRAINING SCHEME LTD	Issued: 06/06
Scheduled Review Date: 06/09	ETHICAL PRACTICE POLICY	Approved: 16/06/06 By: Board
Reviewed: 24/06/08	Policy Area: CORPORATE	Amended: 00/00

1. Purpose of the Policy:

To ensure that the Board, management and staff behave ethically in the provision of group training services and the performance of their roles and responsibilities.

To comply with GTA National Standards No 2 and No 8.

2. Scope:

The Directors of the Board, management, staff, apprentices and trainees of WBGT.

This policy should be read in conjunction with the WBGT Code of Conduct, Privacy Policy and the WBGT Policy on Conflict of Interest.

3. Principles:

WBGT will comply with the requirements of State and Commonwealth legislation and regulation including copywrite requirements.

WBGT shall circulate clear and accurate information about its services and operations including its marketing plans and activities.

WBGT shall act honestly and in good faith at all times and comply with all laws.

4. Practice:

The Chairman and Board:

The Chairman is responsible for ensuring that Members and Board Directors conduct themselves in a professional and ethical manner.

The Directors shall act honestly, in good faith at all times and in the best interests of the company where it is ethical to do so.

The Directors shall comply with all relevant laws and regulations of the Local, State and Commonwealth governments, the WBGT Constitution and shall act in accordance with their fiduciary duties. It is expected that compliance will be in spirit as well as to the letter of the law, recognizing both the legal and moral duties of the role.

The Directors shall declare all interest for which there is real or potential conflict of interest and comply with the WBGT Policy on Conflict of Interest

The Directors shall be diligent, devote sufficient time for preparation prior to Board meetings, shall attend all Board meetings where it is possible to do so, and participate in the Board's decision-making.

Directors shall have the right to put forward independent views which shall be considered during deliberations but shall then abide by, and support decisions of the Board once reached. The Chairman shall preside over meetings in a fair and impartial manner to ensure the opportunity for full participation by all Directors.

The Directors shall not, during their term of office or thereafter, disclose to any unauthorized person any confidential information. Directors shall not make use of any information, process, systems, intellectual property, papers or documents to which they have access except on behalf of the company or as required by law. The Directors shall comply with the WBGT Privacy Policy.

The Directors shall ensure that the WBGT assets and financial viability is protected and that there are suitable performance monitoring and reporting systems as well as risk management strategies in place.

The Chairman shall be the public spokesperson of the Board in media dealings and represent the company at public events, unless the duty is otherwise delegated to another Director. Any information so conveyed shall be clear and accurate.

The General Manager and staff:

The General Manager shall ensure compliance with all legislation and that staff act ethically and professionally in all internal and external dealings including giving instructions and directions to contractors, auditors, suppliers or consultants who act on behalf of, or for WBGT.

The General Manager and staff shall ensure that all publications, media, marketing and other materials shall be clear and accurate.

The General Manager and staff shall present accurate, balanced, complete and timely information to the Board for deliberation and information, including service provisions and financial performance.

The General Manager and staff shall not attempt to unduly or inappropriately influence the deliberations of the Board.

The General Manager and staff shall act honestly, diligently, in good faith and in the best interests of the company where it is ethical to do so.

The General Manager and staff shall declare all interest for which there is real or potential conflict of interest and comply with the WBGT Policy on Conflict of Interest

The General Manager and staff shall ensure that the WBGT assets and financial viability is protected and that there are suitable performance monitoring and reporting systems as well as risk management strategies in place.