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## A message from the CEO

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### At Fremantle Ports, we each play an important role in facilitating trade for a more prosperous Western Australia.

As a cornerstone of the Western Australian economy, we must continue to meet the needs of the State, our customers, the community and our colleagues. We take pride in what we do and how we do it.

We all want to work at a place where we are safe, valued, engaged in meaningful work, treated with respect and supported to be our best. We aspire to create a work environment that is held in high regard for its culture and its people.

Our *Code of Conduct* clearly defines the values and expected behaviours for the way we undertake our business, deal with each other, and relate to our stakeholders. Our Code defines the personal and professional standards to be followed.

It applies to everyone working at Fremantle Ports. We all need to familiarise ourselves with our Code and to act in accordance with its principles at all times.

It's also just as important that we speak up at any point where we believe our Code has not been followed; anyone who feels our Code has been breached should reach out to one of the available reporting avenues outlined in this document.

Acting in accordance with the principles contained in our Code will not only benefit you and our working environment, but also ensure that Fremantle Ports is valued by our customers and community. It will promote a culture of safety, integrity, shared responsibility, respect, accountability and inclusiveness.

Please make sure you're clear about what the Code means for you. If you're ever in any doubt, refer to it, check yourself against the questions at the end of this document and have a conversation with your manager until you obtain clarity.

A handwritten signature in black ink that reads "Michael A. Parker".

Michael Parker  
**CEO**

April 2023

# Overview

The Code outlines the standards of behaviour we expect from everyone who works for Fremantle Ports, regardless of role or location. The Code provides a framework for how we work; however, it cannot describe every situation, law or policy that may apply.

As a foundation, all personnel must exhibit the highest standard of safety practices, integrity and professionalism in their day to day activities. Fremantle Ports promotes a culture in which personal responsibility is valued and we need our people to make decisions in line with our values.

**We each need to exercise good judgement in all situations and make decisions that are in line with the spirit of the Code.**

We all have a responsibility to ensure a safe and healthy workplace, to uphold the standards within this Code and to demonstrate respect and courtesy to others in the workplace and the Western Australian community. Our reputation is one of our most valuable assets; we need to nurture and protect it.

We are expected to abide by the Code at work and whenever and wherever we may represent Fremantle Ports or can be identified as representing Fremantle Ports. This includes our actions outside of work that may impact upon the business.

Fremantle Ports will hold anyone who breaches the Code accountable for their actions. If you become aware of behaviour that breaches our Code, you should report it as soon as practical. Failure to comply with our Code may result in disciplinary action, including termination of employment.

## Who does our Code of Conduct apply to?

Our Code of Conduct applies to everyone working at Fremantle Ports, including:

- all employees
- all agency contractors, consultants, volunteers and service provider employees when working at Fremantle Ports
- Fremantle Ports' Board of Directors.



# Our purpose, aspiration and values

Our purpose and aspiration provide clarity about why we exist and what we are working together to achieve. Our values set out how we will behave.



## Our purpose

Facilitating trade for a more prosperous Western Australia.



## Our aspiration

Providing the safest and most reliable, efficient and sustainable supply chain capacity for importers and exporters.



## Our values

- C**ollaboration
- A**ccountability
- R**espect
- E**xcellence

**Achieving together:** We work together, building trusting relationships, and consider the impact of our actions. We look for ways to contribute to a better future for our people, our communities and the environment.

**Owning it:** No matter where we work, our role or where we are from, we have standards to which we hold ourselves and each other accountable. We strive to make the right choices every time. We do what we say we are going to do and take responsibility for our actions.



**Valuing everyone, always:** We value each other and create an environment where everyone's voice is heard and respected.

**Delivering our best:** We strive for excellence in everything we do, to optimise performance and productivity. In doing so, we deliver for our teams, our customers, our organisation and ourselves. We learn from the past while embracing innovation and change.

## Operating with integrity

At Fremantle Ports, we operate with integrity. People at all levels of the organisation understand that integrity is a non-negotiable aspect of all conduct and decision making.

In performing our duties, integrity guides all our decisions to ensure that Fremantle Ports is a trusted service provider to customers, the community and our state.

Operating with integrity is everyone's responsibility. Integrity means doing the right thing while no one is watching. It includes checking before acting if you're not sure what the right thing to do is. Our Code of Conduct explains our commitments and our expectations of our workforce, and others who work with us, to operate with integrity.



## Our code

**Our Code is separated into two sections: how we behave and how we act.**

**The first section outlines how we maintain the highest standards of professional conduct in our interactions with each other and our stakeholders, including customers and the community.**

**The second section details how we go about our work in a professional and ethical way to protect Fremantle Ports and deliver value for our shareholders, customers and community.**

## How we behave

### We live our values and protect our good reputation

Our success depends on the application of our values. We need to live these to protect our reputation, resources and business relationships. This applies to our behaviour in the workplace and in all situations where we are representing Fremantle Ports, or associated with or affecting the workplace. This includes work-related events such as conferences, work functions and business trips.

### We treat everyone with respect and courtesy

We treat everyone we deal with, including our colleagues, customers, the community and other stakeholders with respect, courtesy and fairness always, having proper regard for their interests, rights, safety and welfare. We promote equal opportunity and diversity and do not tolerate harassment, discrimination or bullying, vilification, occupational violence or victimisation on any grounds.

### We create a safe and healthy workplace and operate with respect for the natural environment

We take safety and the protection of the environment within which we operate seriously. We are guided by our values, work health and safety laws, environmental laws, regulations, standards and our own policies and procedures. We take care to ensure our and everyone else's safety, health and wellbeing at work, and we ensure we're fit for work every working day. Unsafe work is stopped immediately. Safety and environmental incidents are reported and acted on.

### We behave ethically, honestly and with integrity

We are ethical and make decisions based firmly upon principles of honesty and integrity. We are accountable for our decisions and actions, putting the organisation's interests before our own or other interests. This is integral to maintaining the trust and confidence of our people, customers, stakeholders and the community.

### We act professionally and impartially

We make decisions fairly, impartially, and promptly, and consider what is in the best interests of the organisation based on all available information, legislation, policies and procedures. We provide timely, well-considered information and advice, and act with the best intent and diligence.

### We comply with all lawful and reasonable directions given by Fremantle Ports

We comply with and follow all lawful and reasonable directions, and do not hinder or obstruct anyone acting in an official capacity in relation to legislation, policy, standard or procedure.

### We comply with all laws and regulations, and all Fremantle Ports' policies and procedures

We observe the applicable laws and regulations, and all Fremantle Ports' policies and procedures wherever we operate. Where the Code or a policy sets higher standards of behaviour than local laws, rules, customs or norms, the higher standard will apply. We are accountable for making ourselves aware of these requirements so that we understand and comply with our obligations.

## How we act

### We do not engage in or accept fraudulent, corrupt, or misleading conduct

We do not tolerate fraudulent, corrupt or other improper conduct by our directors, personnel, contractors or consultants.

Fraud is a dishonest activity that causes actual or potential financial loss to any person or our organisation. Corrupt conduct occurs when an employee uses or attempts to use their position for the benefit of themselves or others, or to cause a detriment to others.

Our commitment to operating with integrity and preventing fraudulent or corrupt activities is part of who we are and what we do every day.

This means we do not:

- engage in behaviour or conduct that is fraudulent, corrupt, misleading or deceptive
- tolerate or accept behaviour or conduct that is fraudulent, corrupt, misleading or deceptive by others, including from those supplying services
- make use of Fremantle Ports' systems, property or its position to gain or seek improper benefit for ourselves, the organisation or a third party
- support or deal with any person or business knowingly involved in bribery or corrupt practices.

Community confidence in ethical decision making can be lost when fraudulent or corrupt behaviour occurs. Left unchecked, fraudulent and corrupt behaviour can undermine the culture of our organisation. It can damage the reputation of Fremantle Ports and our people. It may also result in disciplinary action, including termination of employment. Fraud or corrupt behaviour by Fremantle Ports personnel is also considered criminal conduct.



## We disclose any potential conflicts of interest and declare all gifts and benefits

A conflict of interest is a situation arising from conflict between the performance of your role at Fremantle Ports and your own private or personal interests. Conflicts may involve private, financial or political interest and may be actual, perceived or potential. It is not wrong for an employee to have a conflict of interest; what matters is how it is reported and managed. Conflicts of interest become a problem when an employee's private interests influence their decision making at work.

Examples of potential conflicts of interest include, but are not limited to:

- holding a position or being engaged in outside work (which may be paid or unpaid) or
- having an interest in a business that is a competitor, supplier, contractor, client or other entity that has any association directly or indirectly with Fremantle Ports or the work of Fremantle Ports.

Receiving gifts, benefits or hospitality from external parties also has the potential to place us in a position where we feel conflicted and are compromised. We may be offered hospitality as part of our work but it is not always appropriate to accept it. We must avoid situations that present an actual, perceived or potential financial or moral obligation to another organisation or individual.

To protect ourselves and Fremantle Ports, we will take all reasonable steps to avoid actual, perceived or potential conflicts of interest in connection with our work and disclose any hospitality offered or received.

This means we will:

- act honestly and in the best interests of Fremantle Ports
- openly declare private interests and affiliations that may conflict with or be perceived to conflict with Fremantle Ports' interests
- ensure decisions are accurately recorded so that they are transparent and able to be reviewed
- follow legislated and/or policy requirements for managing actual, perceived, or potential conflicts of interest

- refuse any gift, benefit or hospitality that is likely to place yourself or Fremantle Ports under an actual, perceived or potential commercial, moral or ethical obligation to other organisations or individuals
- ensure that the acceptance (or refusal) of gifts, benefits or hospitality is in accordance with Fremantle Ports' policy and is recorded in the Gifts and Benefits Register
- respond with 'No thanks, it's all in a day's work', when unsure of how to react when offered a gift or benefit.

## We use public resources responsibly

Fremantle Ports is accountable to the Minister, the Western Australian Government and the people of Western Australia, so our use of resources must be in the public interest and transparent.

Our resources are also an important part of our business. They include our facilities and equipment, vehicles, materials and supplies, computer and telephone networks, money and time. They also include intellectual property: our ideas and know-how, customer and supplier information and market data. We are committed to ensuring they are treated appropriately with care, responsibility and respect always.

This means we will:

- only use Fremantle Ports' resources for business purposes
- take care to prevent waste, loss, damage, misuse or theft of resources
- comply with applicable policies, processes, guidelines and laws regarding the acquirement, use and/or disposal use of resources
- report any damage or loss of property or equipment immediately.

### We maintain confidentiality and protect information

We are required to maintain confidentiality and protect private information, and we must not make improper use of information obtained in our duties. We respect the privacy of individuals and are committed to the security of confidential and personal information. Confidential, sensitive and personal information may only be used for authorised purposes and may not be disclosed without appropriate authorisation.

### We keep accurate records and use and store information correctly

We are all responsible for creating and managing records appropriately, and we need to take particular care in the way information is recorded and handled, including confidential and sensitive information.

Making and maintaining proper records also assists with accountability and transparency by demonstrating the basis for decisions and the process we use to make the decision.

Therefore we:

- record actions, decisions and transactions properly to ensure transparency and accuracy
- make use of the correct information system for the various types of information and task
- ensure information, including confidential information, is recorded, handled and securely stored in accordance with recordkeeping and archiving procedures
- obtain authorisation before altering or destroying records.



### We use social media appropriately

We recognise that social media is an important tool for business, and it is increasingly used for work and personal communications. At the same time, all personnel understand and work within the boundaries that exist between the use of social media for business purposes and personal use, ensuring we:

- comply with relevant policies, processes and guidelines related to social media
- do not make comments in a personal capacity that could be seen to represent the views of Fremantle Ports where you are identified as a Fremantle Ports employee
- do not create any interference to our daily duties
- make it clear that our online posts are our own views and not those of Fremantle Ports.

### Expectations of our leaders

We have high expectations of performance and conduct of all our people, but we have the highest expectations of our leaders. We expect our leaders to always:

- role-model behaviours consistent with our Code, values and safety practices
- create a respectful, courteous and professional work environment that embodies our values and Code
- make ethical and transparent decisions consistent with our Code
- encourage our people to communicate openly and address concerns
- hold all personnel to account, regardless of position or seniority
- act in a timely manner to address any concern or breaches of the Code.

### Breaches of the Code

We take breaches of the Code, our policies and procedures and any other laws or regulation that apply seriously. Fremantle Ports aims to ensure that concerns about an employee's conduct are addressed, with the aim of improving conduct so that it meets our expectations. Personnel will be treated in a fair and equitable manner in the process.

Depending on the circumstances, action to improve an employee's conduct may include education, training, coaching or performance management. Breaches may also result in disciplinary action, including termination of employment.

If you breach the Code or break the law, we may be required to report the incident to the Public Sector Commission, the Corruption and Crime Commission, the WA Police or other appropriate authority.

We support anyone raising or helping to address concerns regarding a breach. The reporting of concerns or alleged breaches must be reasonable. There is no requirement to have all the facts to prove the wrongdoing but the report must be based on reasonable likelihood of a breach having occurred. Reports that are found to be vexatious or frivolous may constitute a breach of the Code. Reports may be made anonymously; however, you will not be able to receive updates in relation to your report.

Fremantle Ports will ensure that concerns and disclosures are managed confidentially and impartially and will provide reporting personnel with support and protection from reprisal. Personnel must manage information confidentially and, once a report is made, take no further action until advised by the relevant officer managing the alleged breach.

# How to report known or suspected breaches of the code

If you are aware that someone is not behaving or working in accordance with this *Code of Conduct*, your reporting options are outlined below.

If the misconduct is related to suspected:

Behaviour, act or omission that is deliberate, negligent or reckless which breaches Fremantle Ports' policies, standards or guidelines, the employee's contractual or legislative requirements or is otherwise unacceptable workplace behaviour.

For example:

- bullying
- harassment
- discrimination
- general grievances
- wilful disregard of corporate policies/procedures.

**People and Culture  
or a manager**

If the misconduct is related to suspected:

Breaches of integrity or/and wrongdoing such as dishonest, unethical, corrupt or deceptive behaviour.

For example:

- fraud or corruption
- theft
- abuse of power
- conflict of interest.

**Governance, and Assurance**

**General Counsel  
or People and Culture  
or a manager**

If the misconduct concerns:

Disclosure of public interest information, covered by the Public Interest Disclosure Act 2003, which is intended to facilitate the disclosure of public interest information and provide protection for those who make or are the subject of disclosures.

Before making a public interest disclosure (PID), seek information on the process for reporting a concern or allegation under the PID legislation. It is important that you follow and understand the specific process and your obligations, to ensure confidentiality and protection for yourself as the discloser. Refer to the PID policy and seek confidential advice on PID from the Manager People and Culture, a PID officer or the Public Sector Commission.

**Fremantle Ports Public Interest Disclosure (PID) Officers**

See the [Employee Hub](#) for a list of PID officers

or the [Public Sector Commission website](#)

**In addition to the internal avenues, you may report your concerns to these external organisations.**

For matters of **minor misconduct** (as defined in the *Corruption, Crime and Misconduct Act 2003*):  
**[Public Sector Commission](#)**

For matters of **serious misconduct** (as defined in the *Corruption, Crime and Misconduct Act 2003*):  
**[Corruption and Crime Commission](#)**

## Putting our code into practice

From time to time we will all face decisions or situations where we're unsure about the right thing to do. If you're not sure what to do when making a decision, please speak with a manager or other appropriate person.

Is it legal?

Does it comply with the Code?

Is this in Fremantle Ports' best interests?

What would your family, colleagues or manager say about your decision?

Ask yourself these questions...

How would you feel if your decision was reported in the media?

Would you be confident explaining your actions to senior management or external authorities?

How would your behaviour be viewed in 1 or 5 years from now?

Would you be happy if you were treated this way?

## Review

Our Code of Conduct is reviewed every three years. Regularly reviewing and updating the Code ensures it continues to address current and emerging conduct risks. The Code may not require an update with every review.

# Further information, advice and support

For any further information on the Code (including policies and procedures), speak to your supervisor, manager or members of the People and Culture or Governance, Risk and Compliance teams. All Fremantle Ports' policies can be accessed in Records container STR.166 and STR.165 for procedures.

## Relevant policies

- Workplace Harassment, Discrimination and Bullying
- Alcohol and Other Drugs
- Conflict of Interest
- Gifts, Benefits and Hospitality
- Public Interest Disclosure
- Grievance Management
- Investigations
- Discipline
- Hospitality and Functions
- Acceptable Use of ICT/OT
- Information Management
- Social Media





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