

OPRA Projects have been founded on:

- A fair go for all
- Ethical practice
- Respect for each other
- Service to our communities
- Proactive safety culture
- Commitment to sustainability

These are the principles underpinning our Code of Conduct.

This Code of Conduct confirms our commitment and outlines the expectations of all employees and sub-contractors working for OPRA. It is designed to promote a culture of fair and ethical behaviour and to ensure OPRA meets its obligations under state and commonwealth legislation and reinforce the requirements of each of OPRA's individual and separate applicable Policies.

The Code will assist OPRA safeguard public trust and confidence in the integrity and professionalism of its staff by ensuring that all staff: maintain appropriate standards of conduct; exhibit fairness, impartiality, honesty and equity in decision making; and foster and protect the reputation of OPRA and the construction industry.

Staff can expect that members of OPRA management will lead by example in actively promoting and complying with the Code.

All staff are expected to act with integrity, which includes being aware of and acting within the laws that apply to their conduct.

Essentially the Code is a public statement about how OPRA expects to be perceived and, ultimately judged. All staff are required to comply with the Code.

a) Fair, Safe and Ethical Environment

An ethical environment relies upon individuals having responsibility for their own professional behaviour. OPRA has a responsibility to provide a safe, encouraging and supportive work environment that recognises and values staff diversity, abilities and contributions. All members of staff are entitled to be treated with respect and work in an environment free from discrimination, harassment, bullying or vilification. Equally, staff have a responsibility to act with integrity, honesty, transparency and impartiality in their dealings with colleagues, students and members of the wider community.

Staff members are required to perform their duties in a safe and competent manner in accordance with relevant Occupational Health and Safety legislation and OPRA policies and procedures. Staff must take care not to put themselves or other staff or workers at risk or reduce their ability to carry out their duties through unsafe practices, inappropriate behaviour or the misuse of alcohol or drugs. Every effort should be made to ensure that staff and workers are safe and secure on site, in their workplace or representing OPRA at industry functions or activities.

b) Personal and Professional Behaviour

Staff members and workers are to perform any duties associated with their position diligently, impartially and conscientiously, to the best of their ability.

In the performance of their duties, staff members are to:

- Treat members of the public, other staff members and sub-contractors with courtesy and sensitivity to their rights
- Provide all necessary and appropriate assistance
- Strive to keep up-to-date with advances and changes in construction methodologies and the professional and ethical standards relevant to their area of expertise and trade
- Comply with any relevant legislative, industrial or administrative requirements, and all OPRA rules, policies and procedures
- Maintain adequate records to support any decisions made;
- Strive to obtain best value for money spent and avoid waste and extravagance in the use of resources;
- Conform with the principles of sustainability for best practise in the construction industry
- Maintain the confidentiality of information
- Avoid undertaking any activity that could potentially compromise the performance of their duties
- Comply and adhere to this Code.

c) Equity, Diversity and Social Inclusion

Staff and workers will be instrumental in creating a work environment where all members are able to participate fully, find a sense of belonging and have opportunity to engage meaningfully.

Staff and workers will act to create a fair, inclusive and safe environment where diversity is valued and where unlawful discrimination, bullying, harassment and victimisation in any form are considered unacceptable.

Staff and workers will seek to understand their rights and responsibilities in relation to State and Federal anti-discrimination legislation and integrate the principles of equality of opportunity, natural justice and inclusivity into their day-to-day work and behaviour.

d) Conflict of Interest

The potential for a conflict of interest arises when a staff member has private interests that could influence or appear to influence judgements made during the course of their professional duty. Staff members must ensure that there are no real or apparent conflicts of interest with respect to:

The misuse of influence to further personal and financial relationships, whether with other staff, consultants, sub-contractors, clients or members of the community;

- Making decisions and providing advice
- External, private work including directorships and board memberships
- Use of confidential information

Staff must not solicit gifts or benefits that might in any way compromise or influence them in their capacity as employees of OPRA.

Should a staff member have a financial interest in a company that is in a position to influence a contract for business between that company and OPRA, this interest should be declared before acting for OPRA in matters with the company.

Where staff are working with family members or with persons with whom they develop a close personal relationships or such relationships exist with prospective staff they must be aware that this has the potential to create a conflict of interest if one staff member is:

- Involved in a decision relating to the selection, appointment or promotion of another;
- In a supervisory relationship to another and is responsible for employment related decisions

In such cases the staff member must bring the matter to the attention of the Directors of OPRA and take immediate steps to resolve the conflict.

Any staff member who is unsure if a conflict of interest exists must seek advice from a more senior member of staff.

e) Gifts, Benefits and Hospitality

OPRA staff members have a responsibility to behave with integrity and impartiality. This includes responding appropriately to offers of gifts, benefits and hospitality.

Staff must not seek or accept gifts that could be reasonably perceived as influencing them, particularly from people or organisations about whom they are likely to make decisions involving;

- tender processes
- procurement
- licensing
- regulation

Gifts of money may not be accepted in any circumstances. If a staff member is offered a bribe, the incident must be reported to the relevant manager immediately. If a staff member is unsure how to respond to an offer of a gift, benefit or hospitality, they should seek advice from their manager/supervisor.

f) Outside Activities, Employment and Private Practice

OPRA encourages staff to contribute and engage with the community by providing assistance to industry bodies, government, community agencies and professional bodies through a range of activities including consulting and advisory work and participation on committees. In undertaking these activities, staff must observe the following requirements:

- Staff members must have approval from their supervisor for activities undertaken during normal working hours and/or if these activities could conflict with their employment at OPRA
- Outside activities must not involve the use of OPRA resources without prior permission and reimbursement to OPRA where appropriate; and

g) Confidential Information and Privacy

OPRA staff are entitled to confidentiality and privacy with respect to information relating to them. Staff should ensure they are aware of the legal and ethical requirements relating to Information Privacy including the use of commercially sensitive and confidential information in tender preparation and project delivery.

h) Records Management

OPRA is legally bound to adhere to proper records management practices and procedures. All documents that form part of the OPRA's public record must be placed on file. Employees must not damage, dispose of, or in any other manner interfere with official documents or files. The destruction of records may only take place in accordance with a disposal and retention schedule that has been approved.

i) OPRA Resources

All members of the OPRA are accountable for the efficient and effective use of funds and must only act within delegated authority. Staff are expected to maintain proper documentation and records of financial transactions, report instances of misuse or misappropriation of OPRA funds, and not use OPRA funds or credit cards for personal use or benefit. If there is any confusion about delegation or expenditure, staff should seek clarification from their supervisor.

All OPRA facilities, equipment or vehicles must be used efficiently and in accordance with OPRA policy. Staff must report damaged or defective equipment and facilities to their supervisor and ensure that where the damage or defect is a danger to health and safety, action is taken to protect the staff member and others from danger.

All staff are required to observe OPRA policies and procedures for the use of information technology. Staff must not allow any unauthorised access to OPRA's Project Management information systems.

Failure to comply will result in disciplinary action.

j) Demonstrating Leadership

Staff members should model their behaviour based on the OPRA's values and this code of conduct and at all times act in an ethical manner. Leadership is about positive influence, inspiring and empowering others.

5. Breaches/Complaints Provision

Any person, whether or not a member of OPRA, who on reasonable grounds believes that OPRA has breached this Code may complain in writing to the Directors of OPRA specifying details of the alleged breach.

Breaches of the Code may result in disciplinary action. Complaints will be dealt with in accordance with relevant OPRA policy and procedure.

Failure to behave in the ways described in the Code may lead to action under the staff member's employment contract, or action under the relevant policy, procedure or guideline. Allegations of serious misconduct will be dealt with in accordance with legislation.

Authorised by:



John Bain
General Manager

Date: 18th March 2019