



1. Purpose of the code

The purpose of this Code of Conduct (Code) is to establish a common understanding of the behaviour expected of all Fire and Emergency Services Superannuation Board (the Board) Members and Employees.

This Code does not attempt to provide a detailed and exhaustive list of how to behave in every aspect of a Board Member or Employee's role. Instead, it represents a broad framework that will guide Board Members and Employees to an appropriate course of action for all types of decision making.

This Code also applies to Alternate Board Members.

2. Versions of the code

Version 1: 24 November 2016

Version 2: 22 February 2018

Version 3: 19 February 2020

3. Board Values

In managing the Fire and Emergency Services Superannuation Fund (the Fund), the Board has determined it will act with the following values:

- i. Integrity;
- ii. Fairness;
- iii. Selflessness;
- iv. Respect; and
- v. Openness.

4. Code of Conduct

- a) Personal behaviour - it is expected that Board Members and Employees will:
- i. Act ethically, with honesty and integrity, in the best interests of members at all times.
 - ii. Not make improper use of their position as Board Members or Employees to gain advantage for themselves or for any other person.
 - iii. Exercise due care, diligence and skill.
 - iv. Take individual responsibility to contribute actively to all aspects of the Board's function to administer, invest and manage the Fund.
 - v. Make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures.
 - vi. Make reasonable enquiries to remain properly informed and arrive at Board meetings prepared for the agenda items.
 - vii. Understand the financial, strategic and other implications of decisions.
 - viii. Act in a financially responsible manner.
 - ix. Understand financial reports, audit reports and other financial material that comes before the Board or as part of assigned tasks.



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- x. Attend every Board Meeting. Alternate Board Members are expected to attend a minimum of three Board Meetings each calendar year (or 50% of the meetings if there are more than seven Board meetings in the calendar year). Note this applies to Board Members, the Fund Secretary, the Risk and Compliance Manager, the Investment Manager and other Employees invited to attend Board Meetings.
 - xi. Treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare.
 - xii. Contribute to a harmonious, safe and productive Board and work environment and culture through professional workplace relationships.
- b) Communication and official information - it is expected that Board Members will:
- i. Channel all communication between Board and Employees on business matters through the Chair or the Fund Secretary.
 - ii. Not disclose official information or documents acquired through membership of the Board, other than as required by law or where agreed by a decision of the Board.
 - iii. Not make any unauthorised public statements regarding the business of the Board.
 - iv. Support, adhere to and not contradict the formal decisions of the Board made in its meetings.
 - v. Respect the confidentiality and privacy of all information as it pertains to individuals.
 - vi. Ensure information gained as a Board Member is only applied to proper purposes.
- c) Conflicts of interest - it is expected that Board Members and Employees will:
- i. Disclose any personal or business interests which may give rise to actual or perceived conflicts of interest.
 - ii. Not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of the Board or the Fund.
 - iii. Where conflicts of interest do arise, ensure they are managed in the best interests of members.
 - iv. Ensure they decline gifts or favours that may cast doubt on their ability to apply independent judgment as a Board Member or any gift with a dollar value above \$300 (note: all gifts with a dollar value greater than \$100 must be declared).



5. Board Member commitment

In addition to the points above, Board Members also commit to:

- a) Taking responsibility for reporting improper conduct or misconduct which has been, or may be, occurring within the Board and reporting the details to the Chair or Fund Secretary.
- b) Taking responsibility for contributing in a constructive, courteous and positive way to enhance good governance and the reputation of the Board.

6. Related Policies

Governance Policy

Fit and Proper Policy

Conflicts Management Policy

7. Review of Code

This Code of Conduct shall be reviewed by the Board every three years or more often if the Board considers it appropriate.