



CODE OF CONDUCT

POL-HRM-08

POL-HRM-08 Code of conduct

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BACKGROUND

Keane Consulting (Keane) operate according to our company values, professional standards, and the societal and legal framework of our environment.

This policy addresses how Keane employees, contractors and associates conduct themselves whilst engaged by, on behalf of, or for, Keane.

PURPOSE

The Keane Code of Conduct is an important statement about how we behave in our professional lives; about how we relate to clients, colleagues and the public. It gives guidance as to the high ethical standards that are expected of all our personnel.

CODE OF CONDUCT

In general

All Keane personnel (employees, contractors and associates) are expected to adhere to the Code of Conduct. A copy of the current code is provided to each new personnel member.

Contractors and Associates

When engaged in your role with Keane Consulting you should make every reasonable attempt to behave in accordance with our Code of Conduct. This includes:

- behave with honesty and integrity.
- respect and care for those around you.
- act in a way to promote psychological safety.
- be courteous and fulfil your role without harassment.
- comply with Australian laws.
- be truthful. Do not provide false or misleading information.
- comply with any lawful and reasonable direction given by someone in the Agency you are working for who has authority to give the direction.
- avoid any conflict of interest (real or apparent).
- use Commonwealth resources in a proper manner and for a proper purpose.
- when working with or in the Australian Public Service, at all times behave in a way that upholds the APS Values.

The client may also provide contractors a code of conduct which must be referred to, understood and adhered to.

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Keane employees

Each employee must sign an employment agreement prior to starting their employment with Keane which binds them to adhering to the Code of Conduct and the policies and procedures of the Keane management system.

Keane employees must:

- present themselves in a professional manner, including appropriate business attire and grooming, and conduct themselves with honesty, integrity, tact and fairness.
- present a positive, "can do" attitude with a willingness to meet any reasonable request from stakeholders.
- provide professional services with objectivity and with respect for the unique needs and values of each stakeholder.
- when attending an employee or especially a client event, consider carefully their alcohol intake and the impact it may have on their behaviour, their colleagues and/or their ability to act as a professional brand ambassador.
- behave with honesty and integrity.
- respect and care for those around you.
- act in a way to promote psychological safety.
- be courteous and fulfil your role without harassment.
- comply with Australian laws.
- be truthful. Do not provide false or misleading information.
- avoid any conflict of interest (real or apparent).

DOCUMENT OWNER/APPROVER...

The Keane Consulting Chief Executive Officer (CEO) is the owner of, and approver of changes to, this policy. Keane employees, contractors and associates may provide comments or request a change of this policy through consultation with the CEO. All comments and change requests will be considered by the owner of this policy at least on an annual basis.

This policy was last reviewed on 24 June 2024 and endorsed by the CEO for publication on 11 July 2024.

AMENDMENT RECORD

Version	Date	Comment	Modifier
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n/a	n/a	Rough Code of Conduct provided to contractors	OK
1.1	27/03/20	Drafted	SW
1.1	30/03/20	Released and published	SW
1.1a	23/02/23	Reviewed	SO
1.2	26/04/23	Released and Published	OK
1.3	25/03/24	Updated to reflect new branding Released and Published	SW
1.3a	24/06/24	Reviewed	SO
1.4	11/07/24	Released and Published	SW

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