



GUIDELINES (please see appropriate policies for more specific information)

Conduct	Policy Statement	Current Policy
Confidentiality	LandCorp is the owner of all information received in the course of its business and an employee has a duty of care to ensure information is retained by the organisation in confidence.	7.17 Confidentiality
Customer Service	LandCorp is committed to product and service delivery of the highest standard. Employees will be prompt, professional and prepared to assist at all times.	5.5 Customer Complaints Handling
Divided Loyalties	Private business interests should not conflict with official work nor should private business/employment be conducted to the detriment of official work.	7.19 Conflict of Interest
Equal Employment Opportunity (EEO)	All employees should contribute to the promotion of equal opportunity in the workplace and the elimination of discrimination and harassment.	7.7 Equal Employment Opportunity
Occupational Health and Safety	LandCorp has a duty of care to maintain a working environment that does not expose its employees to hazards. Employees agree to exercise responsible care to avoid adversely affecting the health or safety of any other person.	
Fraud & Corruption	Fraudulent and corrupt behaviour is not acceptable to LandCorp. Any employee who observes such behaviour should report it, and will be protected, through the provisions of the Corruption & Crime Commission Act.	Corruptions & Crime Commission Act 2003 Public Interest Disclosure Act 2003 The Criminal Code
Gifts	The acceptance of gifts and/or entertainment must not place Board, Executive, in-house consultants or staff in a position that compromises, or may be perceived to compromise, LandCorp's decision making processes.	8.5 Accepting Gifts and Entertainment
LandCorp Assets	All employees are accountable for the proper use and application of the resources, facilities and consumables owned by LandCorp and applied to the organisation's activities.	Various eg 8.1 Use of Credit Cards 8.5 Corporate Vehicles
Procedural Fairness	LandCorp's operations are based on best practice systems and procedures that promote principles of equity and fairness.	Project Procedures Manual