



CODE OF CONDUCT

15 December 2020

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Contents

Code of conduct	4
Code of Conduct and our APRA Values	5
Purpose and objective	6
What is required of you?	7
Reporting suspected violations of the code	9
Who do I speak to for more information?	10

Code of conduct

Name of document:	APRA Code of Conduct
Associated documents:	<ul style="list-style-type: none"> • APRA's Public Interest Disclosure Policy and Procedures • Chairman's Finance Instructions • Conflict of Interest Framework • Fraud Control Policy & Procedures • Security Policy • Policy and Standards • Information Security Policy – acceptable use and privacy • Reportable Incident & escalation Standards • People and Culture Policies • APRA Act
Policy Owner:	General Manager, People & Culture
Document owner:	General Manager, People & Culture
Approved by:	Executive Board Minute Dated 15 December 2020
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Code of Conduct and our APRA Values

VALUES	The Code of Conduct, alongside APRA's Values, outlines how we expect you to carry out any activities where you represent APRA.				
					
	Integrity	Collaboration	Accountability	Respect	Excellence
	We act without bias, are balanced in the use of our powers, and deliver on our commitments	We actively seek out and encourage diverse points of view, to produce well founded decisions	We are open to challenge and scrutiny, and take responsibility for our action	We are always respectful of others, and their opinions and ideas	We maintain high standards of quality and professionalism in all that we do
PERSONAL AND PROFESSIONAL BEHAVIOUR	You should demonstrate the highest standards of professional conduct and integrity at all times by living the APRA Values and upholding this Code, as well as the obligations and responsibilities imposed by other APRA policies.				
	Respect and integrity	Discrimination and harassment/safe work environment	Compliance with applicable legislation and policies	Investigations and consequences	
	APRA's Values	Professional &Ethical Behaviour Policy	Australian laws and Commonwealth Government policies APRA Act	Grievance Handling Policy Employee Investigation Policy	
ETHICAL BEHAVIOUR	APRA staff should act to the highest ethical standards at all times and in all of their dealings.				
	Conflicts of interest	Disclosing financial holdings	Receipt of gifts or hospitality	Reporting incidents and breaches	Security
	Conflict of Interest Framework	Financial Holdings Disclosure Policy	Chairman's Finance Instructions	Conflict of Interest Framework Reportable Incident & Escalation standards Fraud Control Policy& procedures	Information Security Policy – acceptable use and privacy Security Policy

Purpose and objective

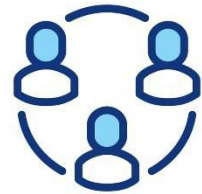
The Code of Conduct (Code) outlines the standards we expect you to meet as an employee or contractor providing goods or services to APRA. The Code describes how you should conduct yourself at all times, and is underpinned by our Values and our regulatory mandate under the APRA Act.



Scope

This Code applies to you if you:

Are an employee of APRA or occupy a position (whether as a contractor, consultant or otherwise within APRA) and are:



- in APRA's workplace; or
- conducting business on behalf of APRA from an external location; or
- participating in work-related functions or events; or
- outside of work where your conduct may impact in any way
- on APRA's reputation, your colleagues, APRA employees or APRA business; or
- have access to APRA's information and communication technology systems.

This Code does not form part of any contract between APRA and an employee, contractor or consultant. It does not impose any contractual obligations on APRA. The Code may be reviewed, varied or replaced by APRA at any time at the discretion of the APRA Members.

What is required of you?

Personal and professional behaviour

As an employee or contractor for APRA you must:



- carry out your duties and responsibilities to the highest standards of behaviour and with diligence, impartiality and responsiveness;
- complete required compliance training within the prescribed period;
- behave honestly and with integrity in connection with your employment;
- treat all people with whom you have contact in the course of your work with respect, fairness, courtesy and sensitivity;
- adhere to all applicable Australian laws, APRA policies and other Commonwealth Government policies in connection with your employment and job activities, including but not limited to Section 56 of the [APRA Act](#);
- advise your Executive Director immediately of any changes to your personal circumstances which may have the potential to impact your ability to perform your role and/or has the potential to impact APRA's reputation;
- conform with all security requirements associated with people, physical sites and information, including security clearances;
- follow all directions regarding health, safety and wellbeing, and act to remove or bring to the attention of your manager any situation that may be a health, safety or wellbeing concern;
- comply with any lawful and reasonable direction given by someone who has the authority to give the direction;
- comply with all APRA policies;
- obtain approval from Executive Management before making any public comment or address on behalf of APRA and ensure compliance with APRA's [Employee Social Media Policy](#); and
- perform your role free from alcohol or illicit drugs that may adversely affect work performance.

Ethical behaviour

You are also expected to:



- report any incidents relating to fraud, corruption, breaches of personal information, breaches of confidentiality requirements under the APRA Act, stakeholder complaints, breaches of security protocols or others as outlined
- in the Enterprise Risk Management Incident Management Policy and Procedures;
- respect confidential, personal or sensitive information you have access to and do not take advantage of, or allow others to take advantage of, information or knowledge obtained during the course of your employment;
- avoid any conflict of interest (real or perceived) in connection with your employment, including disclosing internal or external personal relationships that may be perceived as a conflict of interest;
- immediately advise your line management where other employment or business activities (including paid or unpaid activities) create a conflict of interest (real or perceived) with the interests of APRA;
- take reasonable steps to avoid accepting gifts, benefits, offers of hospitality, compensation or consideration that might reasonably be expected to create a conflict of interest, and promptly report any gifts and benefits received and given;
- provide accurate and honest information to reasonable requests about your employment and job activities;
- disclose any equity holdings you have in APRA-regulated entities and abide by the Staff Disclosure of Interests Policy regarding acquiring financial holdings; and
- utilise APRA resources in a proper manner and for a proper purpose.

Reporting suspected violations of the code

We are committed to ensuring all business activities and interactions are ethical and compliant with legislation, regulations, internal policies and community standards. As such, if you suspect a breach of the Code has occurred, you should immediately report the matter to your immediate manager or to the General Manager, People and Culture.



APRA's Public Interest Disclosure Policy and Procedures, which are available on the APRAnet, explain how employees with a genuine concern can complain about any behaviour they believe may be corrupt, involves fabrication or falsification or maladministration, perverts the course of justice or abuses public trust, involves wastage, or endangers the health and safety of our employees or the environment.

Investigation and consequences of potential code violations

We take all reports of potential Code violations seriously and, where required, we will investigate complaints or alleged breaches. If an investigation is required due to a potential Code violation, we may suspend your employment while the investigation is undertaken if we believe, on a reasonable basis, it is appropriate to do so. If you breach the



standards of conduct set out in the Code, you may face disciplinary action up to, and including, termination of employment.

Awareness of this code

This Code may vary as APRA's practices and activities change. Please make sure you review and familiarise yourself with the requirements of this Code, as it is updated from time to time. Failure to read the Code does not excuse you from compliance with it.



This Code is available on the APRAnet and/or on IM, along with APRA's policies.

You are required to acknowledge you have read and understood this Code at least annually.

Who do I speak to for more information?

If you have any questions or concerns about the Code or its application, contact your line manager or our Employment Relations and Wellbeing team within People and Culture.





APRA