



## Packaging Council of Australia – Code of Ethics and Business Conduct

### **Preamble:**

As PCA employees and Board members, we share a common set of values: Integrity, service, teamwork, excellence and community. They act as standards for our professional conduct both internally and externally.

The most important value is integrity. We are committed to conducting our business with honesty and to the highest ethical standards.

### **THE PCA – OUR STANDARDS**

#### **Integrity**

We communicate openly and honestly and build relationships based on trust, respect and caring. All should act and communicate in a way that will assist that person to achieve the overall goals of the PCA.

#### **Equal Opportunity**

We strive to attract and retain quality employees. We treat one another fairly and provide equal opportunity. We support individual growth, development and career mobility.

#### **Corporate opportunities**

Employees and Board Members are prohibited from taking opportunities for themselves that are discovered through the use of the organisations property, information or position without the consent of the Board of Management or CEO. No employee may use the PCA property, information or position for improper personal gain and no employee may compete with the organisation directly or indirectly.

#### **Teamwork**

We work together effectively to achieve our goals, while encouraging individual contribution and responsibility.

#### **Health and Safety**

The health and safety of our employees is paramount and integral to all business decisions. Each of us is responsible not only for our own health and safety, but also for that of our co-workers.

#### **Harassment-free workplace**

We prohibit all forms of harassment including sexual harassment. This includes any materials found on or associated with company computers even if it is not distributed by the employee.

### **Drug-free workplace**

We prohibit the possession, use or sale of any illegal drug at any Council workplace or at any location where PCA business is conducted.

### **Internet Use**

Inappropriate use of the internet and email and any downloading, distribution or storage of offensive material is not permitted. The term “inappropriate” means material which would cause offence or embarrassment to another person.

### **Service**

We constantly strive to satisfy and assist our members and colleagues at all times.

### **Fair dealing**

Employees should endeavour to respect the rights of and deal fairly with member companies and their employees. Employees should not take advantage of others through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other intentional unfair-dealing practice.

### **Protection and proper use of the PCA’s assets**

All employees should endeavour to protect assets and ensure efficient usage of the PCA’s assets.

### **Confidentiality**

Employees, Board Members and the CEO should maintain the confidentiality of information entrusted to them by the organisation or its members, except when disclosure is authorised or legally mandated. The obligation to protect confidential information continues even after employment ends.

### **Community**

We conduct our business as responsible members of the communities in which we operate. We consider the PCA staff a ‘community’.

### **The environment**

We are committed to protecting the environment in all business decisions. We strive to improve our operations so as to eliminate or minimise a negative impact on the environment.

### **The news media**

We do not release information to any news organisation without approval from the CEO or the Manager in charge of the department concerned. Our overall aim is to be forthcoming, open and transparent in our dealings with the media.

### **Excellence**

We strive to improve our performance continuously.