

# Committee Code of Conduct

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DATE: April 2024



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# Code of Conduct for Powering Skills Organisation committee members

## Application of the Code

This code of conduct (the code) applies to all committee members of Powering Skills Organisation committees and should be read in conjunction with the *Terms of Reference* for each committee.

## Standards of Conduct

All committee members must demonstrate appropriate and professional standards of behaviour to support efficient operations of the committee. This code outlines the standards of conduct expected of committee members. It is the personal responsibility of each member to comply with this code.

We have developed this code to ensure members:

- have a clear understanding of their role and responsibilities.
- act consistently within the scope and purpose of the committee.
- communicate and act in a respectful manner towards all members.
- act honestly and transparently when carrying out their functions as committee members.
- disclose any interest (pecuniary, non-pecuniary or otherwise) that could conflict with the proper performance of committee functions.

## Respect and Inclusion

Respect and inclusion are fundamental to a harmonious, productive, and psychologically safe environment where people feel able to raise concerns, opportunities, ideas and viewpoints.

Powering Skills Organisation has no tolerance for bullying, harassment, victimisation, or discrimination. All committee members are responsible for:

- treating people with dignity, respect and contributing to a positive and productive space.
- adhering to strict confidentiality requirements, ensuring that sensitive information discussed during meetings remains confidential and is not disclosed outside the committee.
- trying to resolve disputes and following the directions of the chairperson and PSO secretariate.
- making sure other committee members feel valued and can take part fully.
- not discriminating against, harassing, or victimising anyone on any grounds.
- demonstrating inclusive behaviours and language.
- not interrupting when another member is speaking.
- ensuring there is equality of voices at the meeting by monitoring monopolisation of conversations.
- respecting and listening to different viewpoints and opinions.
- preventing bullying.

## Dispute Resolution

Where committee members have concerns regarding member conduct or concerns that the evidence is not balanced or well evidenced, please provide concerns in writing to [ceo@poweringskills.com.au](mailto:ceo@poweringskills.com.au). In providing this written concern, please provide suitable evidence to support your points of view. Concerns are taken seriously by Powering Skills Organisation; however,

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frivolous claims will not be considered. Powering Skills Organisation does not support committee members raising these concerns within committee meetings.

## Decision Making

Where decisions cannot be resolved through committee processes, unresolved issues will be identified to group members and the issue will move to the TAG-r committee. All decisions from this committee will be made available publicly and an update will be provided in the committee.

## Work Health and Safety

Powering Skills Organisation has a duty of care to committee members under the *Work Health and Safety Act (2011)*. Ensuring committee members feel safe when conducting committee activities is a top priority.

Committee members are responsible for:

- adopting practices that help keep everyone safe and well.
- looking for hazards (primarily psychological) and acting if a safety risk is identified and it is safe to do so.
- reporting all work health and safety incidents to the PSO secretariate and CEO.

## Declaration of Interests

- Committee members should report all offers of gifts, benefits, or hospitality to the chairperson or PSO secretariate if they believe the offer is made to influence them.
- Powering Skills Organisation committees are established to gain insights for the benefit of the energy industry in Australia to achieve the best way forward for the industry (includes safety in definition of 'best'), declaration of the organisation you represent during these meetings is required to establish the foundation of views.
- Your participation in Powering Skills Organisation committees is confirmation that you agree to your details to be collected and published in reports.

## Confidential and Private Information

During their duties, committee members might have access to sensitive, personal and or commercially confidential information. Such information could include written information, stored information, verbal information, and e-documents.

Members should protect the integrity and security of information and documents when requested.

## Communicating with the Media and Third Parties

Committee members must not make public comments on behalf of the committee or Powering Skills Organisation. Any public comments made should be attributed to the individual or the organisation they represent, not the committee or Powering Skills Organisation.

## Breach of the Code

If committee members do not adhere to the code of conduct or are seen to behave in an ethically inappropriate way, Powering Skills Organisation may take appropriate action. Parties involved will be informed in writing.

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Any action Powering Skills Organisation takes will consider the seriousness of the breach; any pattern of such conduct; the intent of the member/s concerned; and the effect it is having on the work of the committee.