



## Code of Conduct

Our Code of Conduct is all about helping us work and behave in a way that reflects our behaviours. It is a guide for those who are new, and a reminder for those who have been here for a while.

It's not meant to be a comprehensive rulebook. It's simply putting into writing the ways we already work every day. That said, it's important to recognise that there are consequences for working or acting in a way that doesn't line up with our Code of Conduct. We embrace a restorative just culture. If you're unsure about anything, just ask.

### Our behaviours

Our behaviours are a great way to help us uphold our Code of Conduct. You can find out more about these in your staff handbook, but for now, here's a quick reminder of what they are.

			
<b>be mindful be present be safe</b> He taonga ko tahi manaaki tataua katoa — What is precious to one we must all take care of, protect and treasure.  We protect ourselves and look out for those around us.	<b>earn the trust</b> Kaitiakitanga — We are guardians of our relationships and reputation.  We build trust through our decision and actions.	<b>act as one</b> Kotahitanga — We stand together, we move together.  We respect each other and work together to achieve our objectives. We strive to understand our customers' needs.	<b>own the outcome</b> Kia mau te kaupapa — We take ownership of our actions.  We are proactive in our approach and demonstrate accountability for all aspects of our work.

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## Policy on a page

Our Code of Conduct should be read alongside our Employment Agreements. Allegations of non-adherence to our Code of Conduct will be managed using our Performance and Misconduct Procedure.

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### 01. Safety as a shared value

- › Proactively manage risk
  - › Push back if it's not safe
  - › Keep learning everyday
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### 02. Care for ourselves and each other

- › We support each other
  - › We are open to different perspectives
  - › We care for people and our communities
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### 03. Uphold our reputation with pride

- › Be proud to work for Northpower
  - › Have high standards for our sites and equipment
  - › Acting lawfully is the minimum standard
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### 04. Show respect, take responsibility

- › I'm in charge of what I say, think, feel and do
  - › Treat everyone with respect
  - › Be self aware and keep doing better
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### 05. Be the best that you can be

- › Do our best work
  - › Be honest
  - › Present a positive image
- 

### 06. Be present – mentally and physically

- › Support your work mates and teams
  - › Be fit for work mentally and physically
  - › Do the right thing
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## Applying the policy in detail

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### 01. Safety as a shared value

At Northpower, safety is about people. We're all responsible for our own safety, as well as the safety of our colleagues and anyone influenced by our activities. Be mindful, Be present, Be safe. This is about valuing what matters most to each of us at home and at work.

#### Key requirements

- › Proactively manage risk
- › Push back if it's not safe
- › Keep learning everyday

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### 02. Care for ourselves and each other

We want to help each other be our best. So we make an effort to create a positive work environment that encourages a healthy work-life. We're all part of the same Northpower team - independent of our differences. Diversity makes us stronger. We're connected to the communities we work in, so we care about them too. We Act As One.

#### Key requirements

- › We support each other
- › We are open to different perspectives
- › We care for people and our communities

### 03. Uphold our reputation with pride

What every one of us does here reflects our colleagues and Northpower as a whole. Your reputation is our reputation. So we work and act in a way that we know would make the whole team proud. We keep up to date on Northpower policies and ask if we're unsure. We take care with confidential information as well as company property. Understanding and acting within the law is the minimum standard and our license to operate.

#### Key requirements

- › Be proud to work for Northpower
- › Have high standards for our sites and equipment
- › Acting lawfully is the minimum standard

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### 04. Show respect, take responsibility

We're one team. So we treat each other with respect, dignity and fairness. If we're dealing with personal information, we treat it as private. We take individual and collective responsibility for our work and our behaviour. If we make a mistake, we front up, find the cause and use it to improve. We Own The Outcome.

#### Key requirements

- › I'm in charge of what I say, think, feel and do
- › Treat everyone with respect
- › Be self aware and keep doing better



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## 05. Be the best you can be

Every day we act efficiently, competently and honestly, always putting our best foot forward wherever we work. We uphold high standards in the quality of our work and in the positive image we present to others. We Own The Outcome. We pride ourselves on our integrity, and this applies to everything we do – from day-to-day tasks to training, traveling or working on away-jobs.

### Key requirements

- › Do our best work
- › Be honest
- › Present a positive image

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## 06. Be present – mentally and physically

We want to carry on doing amazing work! We want to produce amazing results as an amazing team! Part of this is owning what we each individually bring to Northpower, our skills, expertise and our readiness and enthusiasm for work. This includes being fit for the challenge, physically and mentally. So it's important we avoid any behaviour that might affect that. This includes drugs and alcohol. It's about being mindful, present and safe. We show up to work in good physical and mental shape, free from the influence of drugs and alcohol. And we support our team and communities to do the same. Put simply, we're present, ready to do our best work - both physically and mentally.

### Key requirements

- › Support your work mates and teams
- › Be fit for work mentally and physically
- › Do the right thing

### Questions?

If there's anything you're not sure about, you have any questions about this or any of our other policies, you can visit:

[northpower.intranet.com/policies](http://northpower.intranet.com/policies)

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