



Code of Conduct for Recfishwest Employees

Recfishwest recognises the importance of a work environment which actively promotes best practice. Recfishwest expects its employees to maintain a high standard of conduct and work performance to make sure the business maintains its good reputation with the community and stakeholders. Good personal conduct contributes to a good work environment for all.

This involves all employees:

- observing the highest standards of ethics;
- observing all policies and procedures;
- treating colleagues with courtesy and respect;
- treating stakeholders and members in a professional manner at all times;
- complying with all lawful and reasonable directions from Recfishwest;
- being honest and fair in dealings with all stakeholders;
- treating all stakeholders in a non-discriminatory manner;
- maintaining punctuality;
- not using work time for private gain;
- maintaining and developing the knowledge and skills necessary to carry out duties and responsibilities;
- refraining from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment;
- respecting Recfishwest's ownership of all its property including but not limited to funds, equipment, supplies, books, records and confidential information;
- maintaining during employment with Recfishwest and after the termination of employment, the confidentiality of any confidential information, records or other materials acquired during the employment; and
- working safely at all times.