



# PAPUA NEW GUINEA CHAMBER OF RESOURCES & ENERGY

*"Helping Papua New Guinea to Develop its Full Potential"*

Document Name:	<b>General Code of Conduct</b>
Document Owner:	Finance and Administration Department
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## **Purpose:**

The purpose of this Code of Conduct is to establish the ethical principles and values that guide our organization and its employees. It aims to ensure a positive, professional, and respectful work environment by providing clear guidelines on acceptable behavior, ensuring compliance with relevant laws and regulations, and offering a framework for resolving conflicts.

## **Scope:**

This Code of Conduct applies to all employees, regardless of their position or tenure within the organization. It covers interactions between employees, as well as interactions with clients, customers, and other stakeholders. Additionally, it includes guidelines on the appropriate use of company resources and the handling of confidential information.

## **Our Mission and Vision:**

We exist to create the understanding, generate knowledge, and forge the relationships which empower Papua New Guinea to capture sustained nation-building benefits from its natural resources.

## **Our Values:**

**Integrity:** We uphold the highest standards of integrity in all our actions, ensuring transparency and accountability.

**Collaboration:** We believe in the power of collaboration, working together to achieve our strategic intent and create sustainable benefits for Papua New Guinea.

**Sustainability:** We are committed to the sustainable use of natural resources, ensuring that we meet our needs without compromising the ability of future generations to meet theirs.

**Empowerment:** We empower our people and the communities we serve, enabling them to capture sustained nation-building benefits from their natural resources.

**Innovation:** We embrace innovation, continually seeking new and better ways to create understanding, generate knowledge, and forge relationships.



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## Guidelines:

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### 1. Attendance and Leave

#### 1.1 Absence Without Leave

- No employee should leave their place of work during working hours without the supervisor's permission.
- Employees should not be absent from duty without proper authority or sufficient cause.
- Employees must inform their supervisor within 24 hours if granted sick leave.

#### 1.2 Punctuality

- Employees are expected to be punctual and adhere to their scheduled working hours.
- Repeated lateness without valid reason may result in disciplinary action.

### 2. Property and Resources

#### 2.1 Care of Property

Employees must take all possible care to prevent loss or damage to any Chamber property under their charge or control.

#### 2.2 Use of Company Systems

- Use of telephone, Chamber-issued mobile phone, laptops/computers, computer networks, fax machines, copy machines, and other business systems are for Chamber business purposes only.
- The Chamber reserves the right to access, search, disclose, monitor, and manage information on Chamber assets at any time without prior notice.
- Employees must respect others' privacy and not misuse company emails.

### 3. Conduct and Behaviour

#### 3.1 Gambling

Gambling in any form is strictly prohibited on Chamber premises, whether on duty or off duty.

#### 3.2 Assault

No employee shall assault another or be involved in fighting on Chamber premises.

#### 3.3 Intoxication Whilst on Duty

Employees must not be intoxicated or in possession of illegal drugs while on duty.



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## 3.4 Insubordination

Employees must obey the rightful and reasonable orders of their superiors to carry out official duties.

## 3.5 Falsification of Records

Employees must not make false claims for reimbursement or provide false information for any purpose.

## 3.6 Theft

Employees must not commit theft.

## 3.7 Attire and Hairstyle

- Employees are expected to wear appropriate clothing and maintain a neat and decorous hairstyle.
- Unless expressly allowed for special occasions, T-shirts, polo-shirts (except CORE polo-shirts), jeans and flip-flops, are not permitted.

## 3.8 Prejudicial Conduct

- Employees must not conduct themselves in a manner that brings the Chamber into disrepute or speak disparagingly of the Chamber.
- Employees must not use Chamber information, their position, or the Chamber's name to further private interests.

## 3.9 Harassment and Discrimination

- The Chamber is committed to providing a work environment free from harassment and discrimination.
- Employees must not engage in any form of harassment or discrimination based on race, gender, religion, age, disability, or any other protected characteristic.

## 3.10 Confidentiality

- Employees must maintain the confidentiality of all proprietary and sensitive information.
- Employees must not disclose confidential information to unauthorized persons.

## 3.11 Chewing of Betel-Nut

- Chewing of betel-nut is prohibited on Chamber premises or during any Chamber activities to maintain a clean and professional environment.
- Chewing of betel-nut is prohibited on all Chamber fleets and contracted fleets.

## 4. Performance and Relationships

### 4.1 Performance

- Employees must diligently carry out their duties to meet job descriptions.



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- Employees must not wilfully slow down or disrupt work or instigate others to do so.

## 4.2 Personal Relationships in the Workplace

- Relatives of current employees may not occupy positions where they will work directly for or manage their relative.
- Individuals in a dating relationship with a current employee may not occupy positions where they will work directly for or manage the employee they are dating.
- Managers involved in such relationships must disclose them to Management, which will decide on appropriate actions, including transfers or termination if necessary.

## 5. Discipline and Grievance

### 5.1 Discipline

- Employees violating Chamber rules and regulations are subject to disciplinary action, including termination.
- Managers/Team Leads must inform HR/Finance & Admin of any breaches.

#### 5.1.1 Guiding Principles

- Discipline ensures high standards of performance and conduct.
- Managers/Team Leads should communicate problems, expected behaviour, and consequences of violations.
- A progressive-disciplinary approach is adopted:
  - a) Counselling
  - b) Verbal Warning
  - c) 1st Written Warning
  - d) 2nd Written Warning
  - e) Termination

### 5.2 Offence Categories

- **Major Offence**  
Includes falsifying reports, theft, drug possession, intoxication, gambling, and fighting.
- **Serious Offence**  
Includes repeated minor offences, insubordination, and unsatisfactory performance.
- **Minor Offence**  
Includes leaving the workplace without approval.

### 5.3 Grievance Process and Disputes Resolution

- The Chamber ensures fair and equitable processes for addressing grievances.
- Employees have the right to lodge grievances if they believe decisions or actions affecting their employment are unfair.



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## 5.4 Procedure

- 1) Informal Discussion with the immediate supervisor.
- 2) Formal Grievance Submission to HR or Management.
- 3) Investigation by HR.
- 4) Formal Meeting to discuss the grievance.
- 5) Decision communicated in writing.
- 6) Appeal to higher authority if unsatisfied.

## 6. Data Protection

### 6.1 Data Protection Policy

- The Finance and Administration Department upholds the confidentiality of employees' personal data.
- Personal data may be accessed by reporting Managers/Team Leads on a need-to-know basis for work-related matters.

## 7. Health and Safety

- Employees must adhere to all health and safety regulations to ensure a safe working environment.
- Employees must report any unsafe conditions or practices to their supervisor immediately.

## 8. Social Media Use

- Employees must not post any content on social media that could harm the Chamber's reputation.
- Employees must not disclose confidential information on social media platforms.



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**Enforcement:** Violation of this code of conduct may result in disciplinary action, including but not limited to verbal warnings, written warnings, suspension, or termination of employment, depending on the severity of the offense.

**Acknowledgment:** As an employee of the Chamber, I agree to abide by the guidelines outlined in this code of conduct.

**Revision and Updates:** This code of conduct is subject to periodic review and updates as deemed necessary by the "Chamber" to ensure its effectiveness and alignment with company values and policies.

Endorsed and approved by:

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Pansy Taueni-Sialis  
Chief Operating Officer  
PNG Chamber of Resources and Energy

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## **Acknowledgment:**

I, \_\_\_\_\_, acknowledge that I have read and understood the guidelines outlined. I agree to abide by the Code of Conduct and to uphold the values and expectations of the organization.

Signature : \_\_\_\_\_

Date : \_\_\_\_\_