

Code of Conduct

Impartiality , Confidentiality, Conflicts of Interest, and Independence

Impartiality and independence are critical to establishing confidence in our clients that in our assessment tasks and work we will undertake the work impartially and without any conflict of Interest.

Conflicts of interest may arise, and these guidelines are designed to ensure that all such conflicts are identified, disclosed, and managed in a rigorous and transparent way that promotes confidence in the integrity, legitimacy, impartiality and application of confidentiality that is required for the work PWT undertakes.

All individuals who are involved in PWT business activities are obliged to preserve the principles of confidentiality. As part of their letter of offer staff sign an agreement to not disclose any information relating to PWT or their clients outside the confines of completing work activities, and only if that work activity relates to their own work. When entering into contracts with clients, PWT will ensure Confidentiality will be included as a statement and a statement of confidentiality is included in our SWMS. When signing employment agreements all staff are also asked to sign to agree to our confidentiality clause ensuring they do not discuss or disclose information relating to PWT, its clients and their work activities. Management will review on an annual basis all current relationships, and changes in staff to identify risks to impartiality and take appropriate steps to overcome those risks. These relationships will include ownership, management, personnel, contracts, clients and marketing.

PWT and its representatives shall not knowingly allow anyone to perform a role in its certification activities where a potential conflict of interest exists or where the circumstances exist that may impact on that person's impartiality.

PWT and its representatives shall not pay or reward anyone that causes them to be dependent on the outcome of a certification activity performed.

PWT and its representatives require all persons performing roles on its certification activities to act responsibly and impartially and to declare known potential conflicts of interest. Declarations of potential conflict of interest must be in writing and kept on file and will be investigated.

PWT will only undertake inspection of any pipe as a Type C Inspection Body and will not undertake assessment of any pipe they were involved in the design, manufacture, supply or installation of.

PWT can only report on the status of a pipe and whether it complies under the current WSA codes - they will leave it up to the client to determine if maintenance works are required. If requested by a client to do maintenance work on lines to be certified by PWT, we will ensure that different operatives work on the different elements prior to commencement of the works and only after discussions with clients. If entering into a formal contract with clients, this must be noted under conflict of interest or Impartiality in the contract itself.

A conflict of interest is a situation in which someone in a position of trust has competing professional or personal interests. Such competing interests could make it difficult for an individual to fulfil his or her duties impartially, and potentially could improperly influence the performance of their official duties and responsibilities.

An apparent (or perceived) conflict of interest exists where it appears that individual private interests could improperly influence the performance of their duties and responsibilities whether or not this is, in fact, the case. Individuals must be conscious that perceptions of conflict of interest may be as important as an actual conflict.

A potential conflict of interest arises where an individual has a private interest which is such that an actual conflict of interest would arise if the member were to become involved in relevant (that is conflicting) official duties and responsibilities in the future.

Merely declaring a conflict situation without taking further steps to resolve the situation is insufficient. It may be necessary to remove the operator from any involvement in the matter causing the conflict and to replace with an impartial operator.

PWT will regularly undertake a risk analysis to identify and assess potential Conflicts of Interest and threats to Impartiality. This will include discussions at our weekly toolbox talks where upcoming works are discussed.

PWT requires any person working for us, any client organisation or other stakeholder who has any doubt or suspicion of a potential conflict of interest those concerns in writing and addressed to Managing Director PWTP/L.

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Individuals must:

- perform the duties of their position impartially, uninfluenced by fear or favour. They must not allow the pursuit of their private interest to interfere with the proper discharge of their public duties.
- be frank and honest in official dealings with colleagues.
- avoid situations in which their private interest, whether pecuniary or otherwise, conflicts or might reasonably be thought to conflict with their public duty.
- not use information obtained in the course of official duties to gain directly or indirectly, a pecuniary or other advantage for themselves or for any other person.

not:

- solicit or accept from any person any remuneration or benefit for the discharge of the duties of their office over and above the official remuneration.
- solicit or accept any benefit, advantage or promise of future advantage, whether for themselves, their immediate family or any business concern or trust with which they are associated from persons who are in, or seek to be in, any contractual or special relationship with government.
- accept any gift, hospitality or concessional travel offered in connection with the discharge of the duties of their office.
- be scrupulous in their use of public property and services and must not permit their misuse by other persons.
- adhere to the confidentiality requirements as outlined in these Guidelines.