STANDARDS OF CONDUCT

Whilst attending a training course organised by Transpower for your development you are expected to conform to the standards of conduct required of you by your employer and Transpower.

1. Alcohol and drugs
   
   You are expected to be fit for work and this includes attending training courses. This means you are to be free from the influence of alcohol and/or drugs that could affect your performance. You must not use illegal drugs or misuse prescribed or over-the-counter drugs.

2. Attendance
   
   You are expected to be present on the course at the times specified in the instructions and/or as required by the trainer. Any absence from the course must be with authorisation from your manager.

3. Honesty and Integrity
   
   Your company's and Transpower's reputation is important. You are expected to deal with everyone fairly, in good faith, telling the truth and not knowingly making false statements.

4. Standards of Performance
   
   You are expected to carry out your duties (including attendance at the training course) in an efficient, competent and diligent manner. You will avoid any behaviour that might impair your work performance, the performance of your co-workers or bring your company and/or Transpower into disrepute during and outside working hours.

   You are expected to maintain proper standards of integrity and conduct in the performance of your duties during working hours and outside working hours where your company's and/or Transpower's reputation may be affected.

5. Respect the rights of others
   
   We expect you to treat others with respect and avoid any behaviours that are, or may be perceived by the recipient as being intimidating, threatening or abusive. We expect you to avoid any behaviour that may endanger or cause distress to others.

   We expect you to respect the cultural background of all people, in any dealings with them – to not discriminate against or harass fellow co-workers, visitors or members of the public because of their sex, age, marital status, ethnicity, disability, religion or ethical beliefs, colour, race, political opinion, employment status or sexual orientation.

Note: For further information on the above, please refer to Transpower’s Code of Ethics and Conduct implemented in August 2011.