

## Government Relations Australia – Code of Practice

As a firm, Government Relations Australia and its staff endorse, adopt and observe the following ethical duties related to government/policy advisory services:

1. TO act in good faith and in an honest manner towards clients and the institutions of government and public bodies and with proper regard to the public interest.
2. TO be satisfied of the honesty and accuracy of any statements made both to clients and to public authorities by or on behalf of clients. Where representations are made or produced by a client, use best endeavours to counsel and secure honesty and accuracy.
3. TO disclose the identity of the client in making representations to public authorities.
4. NOT to withhold information unnecessarily from the institutions of government, subject to normal consideration of commercial confidentiality.
5. TO safeguard the confidence of both present and former clients by not disclosing confidential information to the disadvantage or prejudice of such clients or to the financial advantage of the firm, unless the client has agreed to release such information.
6. TO use best endeavours to pursue client requirements, subject to the obligation to advise clients where objectives may be illegal, unethical or contrary to professional practice and to refuse to act for that client if requested to act in such a manner.
7. TO provide advisory services in an honest manner.
8. NOT to offer, give or cause a client to give any financial incentive (excepting entertainment or token business mementos) to a representative or employee of a parliament or to any public servant; or to receive any incentive that could be reasonably construed as a bribe or solicitation of favour.
9. NOT to appoint any Member of Parliament (MP) to the company board (or to any future advisory board), or pay any retainer or commission to any MP, or person acting on his or her account.
10. TO avoid exploitation of public servants or abuse of the facilities or institutions of government at all levels, and to always behave in accordance with the rules of the relevant parliament.
11. NOT to accept clients or assignments that have directly competing objectives. Where there is a reasonable risk of conflict of interest, the management method will be by way of open disclosure between the parties.
12. NOT to guarantee the achievement of results which are beyond the firm's direct capacity to achieve or prevent.

This Code of Practice has been formally endorsed at a meeting of the Directors of Government Relations Australia.