

## Summary of Amendments

### Code of Conduct and Ethics (Version 1.1)

PAGE	SECTION	Amendment
2	Table of Contents	Updated to reflect amendments within the document
10	<b>7.2</b> Consumption of Drugs and Alcohol	<p><i>(Paragraph 2)</i></p> <p><b>Previous:</b> You have an obligation to ensure that personal use of alcohol or other drugs (including illegal drugs and prescribed medication) does not adversely affect your performance or safety, or the performance or safety of others. Inappropriate consumption of alcohol or other drugs may tarnish the image of the Commission.</p> <p><b>Amended:</b> You have an obligation to ensure that personal use of alcohol or other drugs (including illegal drugs and prescribed medication) does not adversely affect your performance or safety, or the performance or safety of others, including while operating a motor vehicle in the performance of your duties. Inappropriate consumption of alcohol or other drugs may tarnish the image of the Commission.</p>
11	<b>7.4</b> Commenting publicly on the work of the Commission	<p><i>Bullet point 6</i></p> <p><b>Previous:</b> expressing views in books, blogs, journals or other published or distributed works.</p> <p><b>Amended:</b> expressing personal views in books, blogs, journals or other published or distributed works and emails (including work emails).</p>
11	<i>New Section added</i> <b>7.5</b> Use of email	You must only use a Commission email address for all work-related emails whilst performing work duties for the Commission. You must not use an email address other than your Commission email address to send work-related emails, even if you are seconded from another government agency or another organisation.

		<p>You are not permitted to send emails from your Commission email account unless you are sending an email for purposes directly related to your work duties.</p> <p>You must not send any emails from your Commission email account to any of your personal or private email addresses unless you have the express approval of your manager.</p>
12	<i>New Section Added</i> <b>7.6 Insulting or Offensive Comments</b>	<p>You must not make any insulting or offensive comments about staff members of the Commission.</p> <p>If you disagree with any decision made by the Commission, or an officer, of the Commission, you may bring this to the attention of your direct Manager who will bring this to the attention of the CEO, or the Commissioners.</p> <p>You must not engage in communications publicly, or amongst other Commission staff, if the communications contain insulting, offensive, inflammatory or inappropriate remarks.</p>
n/a	throughout	Section numbers formatted to reflect additional sections throughout
16-17	<b>9. References</b>	Re-formatted to sort links alphabetically
18	<b>10. Document Information</b>	To be updated to reflect new version (Version 1.2) following consultation and approval
19	<b>11. Document History</b>	Updated to reflect recent history