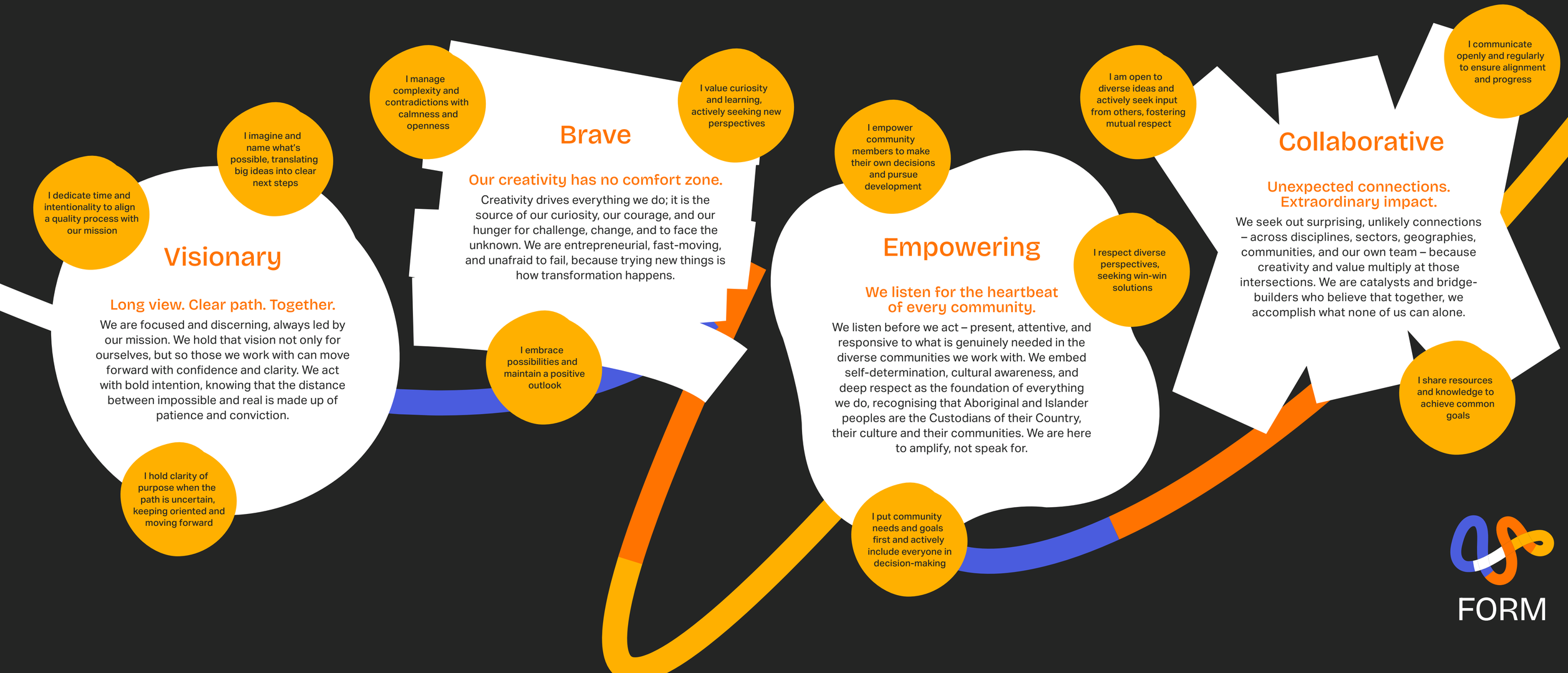
The FORM Way

We are a non-profit company working for bold, creative transformation.

Our purpose is to be a leader in developing a vibrant, creative economy for the benefit and wellbeing of all Western Australian communities.

We acknowledge the Traditional Owners and Custodians throughout Western Australia both past and present, whose enduring connection to this Country and ongoing contributions to our collective culture and communities we respect and honour. We appreciate and are deeply grateful for the privilege of working on these lands.



FORM

Our Code Matters

Our purpose is to be a leader in developing a vibrant creative economy for the benefit and wellbeing of all Western Australian communities.

Everywhere we work, we are committed to doing what is right and best for communities, leading an aspirational vision for the future prosperity of our state.

We work with partners who share our values. They invest money, time, and resources into our work because they believe in what we do. We must use these resources responsibly, ethically, and efficiently, ensuring maximum benefit and wellbeing for communities. That's why *Our Code* matters - it helps us deliver our purpose and make the right decisions daily.

In *Our Code* you'll find guidance on what is acceptable and what is not at FORM. While *Our Code* can't describe or anticipate every situation, you'll know how to raise your concern or seek help. And if you are unsure, speak up.

Our Code Applies to You

Working together ethically and for community benefit is everyone's responsibility, so if you work for us, with us, or on our behalf, *Our Code* applies to you.

We expect everyone delivering our work to:

- Read and understand *Our Code*.
- Comply with *Our Code*, relevant industry standards, all FORM policies and procedures that apply to your role, and all applicable laws where you are working.
- Understand *Our Code* applies to you whenever and wherever you are working; at project delivery sites, in offices, when working remotely, in FORM-provided accommodation, at FORM functions, when travelling, and always when you are representing FORM.
- Speak up and report any concerns or breaches of *Our Code*.
- If you are in a leadership role, we also expect you to:
  - Lead by example, role modelling behaviour in line with *Our Code* and *Leadership Charter*.
  - Ensure every team member understands their responsibilities to comply with *Our Code*.
  - Foster an inclusive culture where everyone feels safe and comfortable to speak up or ask questions without fear of retaliation.
  - Respond to and record concerns promptly and appropriately, maintaining confidentiality.

Don't Look the Other Way, Speak Up

If you think a decision or action is not in line with *Our Code*, it is your responsibility to speak up. If you're not sure, our Quick Test can help:

Values: does this fit with our values and demonstrable behaviours?

Benefit: does this benefit the broadest possible segment of WA communities, vs individual benefit?

Safety: could this directly or indirectly endanger someone or cause them physical or mental harm?

Law: is this legal and in line with our policies and procedures?

Family: what would I tell my partner, parent, child or friend to do?

Media: if this appeared as a story in the media, would I feel comfortable?

Feel: what's my 'gut feel'? Am I too emotionally charged, impassioned, or close to this?

Time: will this stand the test of time? Will I still feel comfortable 3, 5 or more years from now?

Pub Test: would I feel comfortable if this was seen, overheard or shared with a colleague or stranger?

Look Out for One Another

- Always create a healthy and safe workplace, avoiding unsafe work practices and prioritising physical, psychological and psychosocial safety.
- Always report hazards, incidents, and near misses in accordance with FORM's WHS framework.
- Always act professionally and treat everyone with respect, courtesy and without harassment of any kind.
- Always speak up and challenge inappropriate, exclusionary, or discriminatory behaviour, whether it is intentional or not.
- Always make employment-related decisions based on merit and according to FORM's policies.

Care for People and Planet

- Always uphold and advance human rights in all FORM activities, undertaking due diligence and listening to the communities we work with.
- Always engage community with respect, honesty and transparency, adhering to highest possible standards of community empowerment (eg. IAP2) and cultural protocols (eg. ICIP True Tracks).
- Avoid, assess, and take steps to minimise adverse environmental impacts associated with your work.
- Engage with partners who share our values, conducting ESG assessments and due diligence.

Work with Integrity

- Always comply with all applicable Australian laws, applicable regulations and comply with any lawful and reasonable direction given by someone in FORM with the delegated authority to do so.
- Always use FORM resources in an ethical manner, efficiently and for maximum community benefit.
- Always avoid conflicts of interests, excusing yourself from any decision-making where you have a close personal connection or actual financial interest.
- Always report all actual, potential or perceived conflicts of interest in the relevant register in FORM Sharepoint.
- Always sustain an appropriate level of professional competence by engaging in ongoing training and professional development relevant to their position and level of responsibility.
- Always exercise your best judgment in the interests of our communities and each other, in a way that upholds our values.

Protect Our Company

- Always protect FORM's assets and use them for their intended purpose, including physical and non-physical equipment, inventory, technology, money, IP and company information and data.
- Always safeguard our technology, systems and data by following IT personnel instructions and FORM's Cybersecurity Procedures and protocols.
- Always protect our Intellectual Property by:
  - Protecting confidential information, digitally, verbally, and physically.
  - Entering into confidentiality agreements before starting negotiations on a project involving FORM's IP.
  - Properly managing onboarding and offboarding of workers and suppliers.
  - Using appropriate contracts, checked and ratified by qualified legal personnel.

Protect and Respect Information

- Always protect Indigenous Cultural and Intellectual Property (ICIP) and uphold the highest standards of ICIP protocol, following FORM's policies and procedures, and the guidance of FORM's Aboriginal Council and Advisory Committees.
- Always be confident that your personal artistic practice is engaged in at your own leisure and that basic copyright and moral rights are upheld. Any artistic influence in your artistic practice from FORM projects must be either indistinguishable or clearly attributed.
- Never use third parties' copyright materials without first obtaining permission and making proper attribution.
- Never disclose any confidential or sensitive information, unless legally obliged to do so.
- Never provide false or misleading information or withhold information (where sharing it does not breach confidentiality) that could be important to our decision making.

Our Team Culture

We are supportive, smart-working, and fun-loving. Creativity and communication flows, built on mutual trust, understanding and appreciation of each other's strengths and contributions. We look out for each other's safety and wellbeing. We help each other to thrive and give our best, working together in the belief that we are more than just the sum of its parts.

