



Corporate Affairs Policy

1 Objective

Gladstone Ports Corporation (GPC) has significant presence and operations in the local port communities of Gladstone, Rockhampton and Bundaberg. GPC aims to ensure that it manages its Corporate Affairs in a strategic, responsible and respectful manner, in order to not only maintain enhanced reputation and trust across these communities but also take the opportunities to provide monetary and/or in-kind support where ever possible or practicable.

This Policy sets out GPC's Corporate Affairs commitments and provides the framework for conducting all communication, community benefit and engagement activities in alignment with GPC's vision, purpose and values.

2 Scope

This Policy applies to all GPC Directors, employees or other parties engaged by GPC who are involved in the development and/or delivery of internal and/or external communications, corporate reporting, media commentary, community engagement or community benefit activities, either as initiated by GPC, on behalf of GPC or as participated in by GPC.

3 Commitments

GPC commits to:

- Recognise the value of effective communication in ensuring that the message engages target audiences and fosters beneficial relationships across a wide range of audiences.
- Provide clear guidelines with respect to the authorisation and manner in which communication (both internal and external), support and/or engagement with community will occur.
- Identify and leverage opportunities to strategically manage GPC's reputation as a progressive and dynamic Government Owned port.
- Provide communication, support and engagement that is purposeful, inclusive, timely, transparent and accountable.
- Continue to seek and continue to support community benefit opportunities that provide positive and mutual benefits to both GPC and the communities in which it operates, as well as align with GPC's values and corporate objectives.
- Employ communication, engagement and support activities that are strategic, genuine and appropriately varied to ensure that all target audiences, including community are suitably considered.
- Ensure that Corporate Affairs is an integral part and consideration in the development, implementation, and evaluation of GPC's Policies, programs, services and intentions.
- Provide a Community Benefit Program that facilitates support and enhances the communities in which it operates in an economically, environmentally and socially sustainable manner.
- Develop, implement and ensure the availability of fit for purpose and controlled documentation to manage activities, including community benefit, community engagement and corporate communications.
- Comply with all relevant legal, regulatory and GPC's governance requirements and obligations.

4 Roles and Responsibilities

To ensure that GPC complies with its Corporate Affairs duties and obligations;

The Board is responsible for:

- Setting GPC's strategic direction, tone and culture;
- Reviewing and approving the Governance Framework, including this Policy and other Governance processes as appropriate;
- Understanding GPC's risk profile, setting the Board Risk Appetite and ensuring GPC has appropriate structure, resources and systems to reduce risks to so far as is reasonably practicable;
- Monitoring and reporting on the performance of GPC to ensure duties are being met; and
- Exercising due diligence and care to meet legislative and ethical requirements.

The Chief Executive Officer and Executive Leadership Team is responsible for:

- Promoting leadership, values and culture;
- Ensuring this Policy and GPC's management systems are used in business planning to set and review objectives and targets aimed to execute the strategic direction;
- Implementing this Policy through adequate resources;
- Promote and ensure compliance with this Policy, regulatory obligations, our Code of Conduct and GPC's management systems and frameworks;
- Ensuring GPC systematically reduces risks to so far as is reasonably practicable through robust management systems;
- Monitor controls implementation and effectiveness through verification and reporting processes, including ensuring processes to receive and respond promptly to hazards, risks and incidents ; and
- Performance reviews, overseeing corrective actions and reporting to the Board, including any material non-conformances with this Policy.

All employees and contractors are responsible for:

- Understanding and working in accordance with this Policy and complying with all relevant legislative, Code of Conduct and management system requirements;
- Taking reasonable care and ensuring their acts or omissions do not adversely affect themselves, GPC and others;
- Supporting and promoting positive and above the line behaviours and actions; and
- Reporting near misses, incidents and hazards to support GPC as a learning organisation.

5 Implementation

GPC operates under certified management systems which provide the frameworks to implement the Corporate Affairs commitments. These are supported by Policies, Standards, Strategies and associated Procedures, processes and training to implement.

Conformance to this Policy will be monitored through committees, external/internal audits and review processes.

The Policy will be communicated through relevant GPC Inductions, and made available on the internal and external websites.

A Policy Commitments Statement will also be displayed at all workplaces to further support communication and awareness, which will be reviewed regularly in line with this Policy.

6 Governance

GPC is a Government Owned Corporation and is required to comply with its own and the State Governments Corporate Governance obligations and all applicable legislation.

This Policy forms part of the implementation of and compliance with these requirements.

Under GPC's Corporate Governance Framework, all Policies are owned by the Board.

7 Document control

Formal review, consultation and authorisation processes are to be led by the Executive General Manager Safety & ESG to ensure the Policy remains current and fit for purpose at a minimum every 2 years.

Version No.	Revision date	Revision description	Responsible ELT	Endorsed by	Approved by
1	24/05/2024	Create new Policy combining Community Investment/Communications & S/holder E/ment Policies in alignment with new template/format	EGMSESG	CEO and ELT 24/05/2024	BOARD 24/05/2024

If you require any further information, please contact the Responsible ELT.

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The current version of this Policy is available on GPC's Intranet.

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