

# FHR Candidate Advisory Committee Overview and Code of Conduct

## Summary

The Candidate Advisory Committee (or Candidate Representative Council) is formed with a cross-section of FHR candidates. These candidates meet online monthly to discuss ways in which the company can better accommodate the needs of candidates and job seekers more generally.

The Committee is expected to liaise with others in the industry, leveraging their own networks, colleagues, and social media to gain an understanding of the experiences of their peers.

This mutually beneficial arrangement gives candidates the ability to improve and showcase leadership skills, while providing FHR an opportunity to develop its candidate care programs and messaging in line with candidate needs.

## Nomination and appointment

- Candidates can self-nominate, or be nominated by any employee of FHR (including labour hire employees).
- Appointments are not valid unless *confirmed* by the FHR upper management, including Chief Officers and Directors. FHR has full discretion over confirmed appointments at all times.
- Nominees must have been employed by FHR for over 6 months.
- At the end of the initial 3-month term, candidates may nominate to remain on council for an additional term (with a maximum of 2 consecutive years on the council).

## **Expectations**

### Length of term

- Term length is 3 months (ie. 3 meetings).
- Term length can be extended by mutual agreement, with a maximum of 2 consecutive years on council.

### Minimum expectations of Committee Members

- Agree to uphold the requirements of the committee, including the Code of Conduct.
- Attend all meetings during their term on committee.
- Maintain a professional standard as a representative of FHR during their term on committee and the subsequent 12-month period.
- Continue to meet the expectations of their role with FHR.
- If a committee member fails to uphold the minimum expectations or ceases to be employed by FHR for any reason, they may be immediately removed from the committee.

### Committee Members can expect to be:

- Listed on the FHR website as committee members for the length of their term
- Provided with a certificate, on successful completion of their term
- Provided with a written reference, on successful completion of their term
- Compensated for the committee meetings they attend.

## **Governance**

### Chair / Portfolios

- The meeting will be attended and chaired by a representative of FHR.
- Committee members do not have specific portfolios, but may be asked to speak on behalf of their industry, or garner feedback relating to their own representative group.

### Voting

- FHR is not bound to decisions or recommendations of the committee.
- Committee may vote to present a formal recommendation to FHR.
- Formal recommendations will be addressed by the FHR team, and provided in writing prior to the subsequent committee meeting.

### Size and distribution:

- The committee should consist of 5-10 members at any time, however there is no minimum committee size.
- The committee should uphold the value of diversity to the best of its ability. Key areas include gender, ethnicity, industry, and geographic location.

## **Code of Conduct**

All committee members must agree to and be bound by the following code of conduct for the duration of their term, and the subsequent 12 months. Failure to uphold this may result in immediate removal from the committee without compensation, at the full discretion of FHR.

- I will respect and uphold the values of Frontline Human Resources, and will be accountable for my actions as a committee member.
- I will attend and be fully prepared for all appropriate meetings during my time on committee, apart for extenuating circumstances.
- I will constructively engage in discussion and active listening during committee meetings, while respecting and maintaining confidentiality.
- I will endeavour to work respectfully and considerately with all those I come into contact with as a representative of Frontline Human Resources.
- I will act within the governing documents, policies, and procedures of Frontline Human Resources and the law.
- I will avoid situations which create a conflict of interest, and will declare any potential conflict of interest at the earliest opportunity.
- I will not make public comments about the organisation unless authorised to do so.
- I will act in the best interests of Frontline Human Resources and avoiding bringing the organisation into disrepute.
- If I wish to cease being a committee member at any time, I will inform Frontline Human Resources in writing, giving as much notice as possible.
- I understand that failure to uphold the code of conduct, or failure to complete a full term on the committee, may mean I do not receive a written reference, certificate, or other compensation. This will be at the discretion of Frontline Human Resources.