



Message to all employees

In light of current media scrutiny I have held discussions with our Chairman and the Executive this morning. Accordingly, we take this opportunity to remind you all that as we celebrate the festive season and our many achievements we show appropriate restraint as a business that is in line with community expectations.

Our ongoing focus on the reduction of costs and drive towards greater efficiencies remains a first order priority for the Board and Executive and the business improvements made to date provide a solid platform from which further progress can and must be made.

It is therefore in this context that I remind you that as you plan or attend a team celebration it is important that the established business policy which caps Western Power's contribution to these celebrations is strictly adhered to.

We would like to reaffirm our appreciation for the tireless efforts you give to this business and wish you a safe and happy festive season.

Thank you.

Doug Aberle
Managing Director



Important reminder

At this time of year there are a lot of Christmas and end-of-year celebrations. Please enjoy yourself at this time while keeping in mind the following important considerations:

Staff Christmas parties

Spending limit – When organising an office/depot Christmas party, please remember Western Power's policy is to limit business funded catering to \$80 per person. Co-contributions for amounts over this limit are an option you may want to consider.

Responsible drinking – If your function includes the service of alcohol, remember our drug and alcohol policy prohibits anyone from being in a workplace with alcohol in their system. If you have been drinking at an off site party, don't return to work that day.

Personal conduct – It is important to remember that our actions are visible so please ensure you project a positive impression of Western Power to the community.

Gifts and hospitality

Often at this time of year clients and suppliers offer us gifts and hospitality. To ensure you cover your responsibilities in this area, [please consult our Code of Conduct attached](#).

It is important that you seek approval before accepting gifts valued at more than \$100 or hospitality at more than \$200. For all employees below group manager level, the approving officer is your group or general manager.

After obtaining approval, details of the gift or hospitality must be provided to the Manager Risk Assurance and Audit, Brendan Carvalho.

Safety

Safety is our number one value – **DON'T DRINK AND DRIVE**. Plan ahead and speak to your formal leader if you need a taxi voucher to get home after a business function.

If you are travelling long distances on a summer holiday, think about a driving plan including allocated breaks to ward of driver fatigue.

By following these simple protocols you can remain safe while enjoying celebrations over the Christmas/New Year period.