

Receipt of Gifts, Benefits, Entertainment and Hospitality

Policy statement

CS Energy is committed to ensuring probity, accountability and responsible behaviour by CS Energy directors, employees and contractors by establishing a common understanding of the behaviour expected from workers when offered hospitality, including gifts, benefits and entertainment.

Objectives

CS Energy will:

- Ensure hospitality is disclosed and managed with transparency, integrity and accountability, in the best interests of CS Energy.
- Monitor and report receipt of hospitality in a systematic manner that supports effective governance and accountability.
- Maintain records to support audit, financial management and reporting obligations.
- Identify, manage and disclose actual, perceived and potential conflicts of interest.

Scope

This policy applies to all people and activities of CS Energy and includes employees, contractors, consultants and directors.

This policy does not apply to hospitality (including gifts, benefits or entertainment) given by CS Energy to workers under an approved service program or reward and recognition program that recognises worker contributions towards CS Energy outcomes and objectives.

Responsibilities

The Board will:

- Approve this policy and review it at least every two years to ensure it aligns with CS Energy's operating environment and Government and community expectations.
- Receive reporting on the receipt of hospitality, and oversee compliance with this policy and CS Energy governance processes.

The Chief Executive and Executive Leadership will:

- Set expectations regarding acceptable hospitality, delegations, conflicts of interest and documentation requirements.
- Implement and oversee governance arrangements to support compliance with this policy.
- Monitor receipt of hospitality through reporting, assurance and review processes.
- Ensure appropriate systems and controls are in place to support compliance and accountability.
- Ensure appropriate reporting to the Board and shareholding Ministers.

Heads of Department and Managers will:

- Apply and promote compliance with this policy and CS Energy governance arrangements.
- Monitor compliance and escalate material issues, risks or exceptions.

All staff (including contractors) will:

- Comply with this policy and associated CS Energy governance arrangements.
- Maintain appropriate records and supporting documentation.
- Disclose acts of hospitality in accordance with CS Energy governance arrangements.
- Disclose and avoid or manage actual, perceived and potential conflicts of interest.
- Ensure acts of hospitality are not interpreted as an incentive for commercial transactions or other decisions.
- Ensure hospitality accepted is in line with community expectations.
- Escalate suspected breaches of this policy and associated CS Energy governance arrangements.

Governance

CS Energy will maintain governance arrangements that support effective oversight, accountability and transparency, including:

- Clearly defined disclosure and reporting guidelines.
- Clearly defined approval authorities and delegations.
- Management of actual, perceived and potential conflicts of interest.
- Maintenance of documentation and records.

In support of this policy:

- The receipt of hospitality is managed under CS Energy's Gifts, Benefits and Entertainment Procedure.
- Under the procedure, CS Energy employees, contractors and directors must ensure that accepted hospitality is acceptable, reported as required, and does not create, or appear to create:
 - A conflict of interest.
 - An inappropriate influence on decision making.
 - A perception of preferential treatment.

This policy and CS Energy's governance processes are informed by the following:

- *Government Owned Corporations Act 1993 (Qld)*
- Sponsorships, memberships, advertising, donations, corporate entertainment and hospitality guidelines for Government Owned Corporations July 2026
- CS Energy Code of Conduct
- Queensland Government Corporate Governance Guidelines for Government Owned Corporations February 2009