



Policy – Code of Conduct

Purpose

[Company] has developed a Code of Conduct designed to assist employees to understand their responsibilities and obligations and to provide guidance where an employee is faced with an ethical dilemma or a conflict of interest. In performing their duties, it is expected that employees will avoid, by word or action, anything which is contrary to the standards and values of [Company].

Employees are required to perform their duties in a spirit of commitment to the Vision, Mission and Core Values of [Company], as well as to State and Federal laws. This includes a responsibility to meet the standards of professional and ethical behaviour required by [Company], its clients, its contractors, suppliers and the general public, where relevant. Accordingly, employees are required to become familiar with the Code of Conduct and to observe all of its provisions.

This Code of Conduct sets out the standards of conduct and personal behaviour required of you and employees should also appreciate that departure from the provisions of the Code of Conduct may result in disciplinary action being taken.

Scope

The Code of Conduct applies to all employees of [Company] including part time and casual staff as well as contractors and consultants. A number of the requirements that come under this Code of Conduct are the subject of specific Company Policies as well as specific provisions of various Acts and Regulations. Some are generally acknowledged conventions that reflect normal community expectations.

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1. Alcohol and Drugs

Employees will fully comply with [Company]'s Alcohol and Drug Policy.

2. Conflict of Interest

When at work, employees shall act in the Company's interests and not in a manner designed primarily to gain unfair advantage for themselves or other individuals. This particularly applies in areas such as the letting of contracts and the purchasing of goods and services. Employees shall act with integrity when dealing with others.

3. Dress and Appearance

When at work an employee's dress and appearance shall be neat, clean and appropriate to their respective duties. Should any area of [Company] require employees to wear a uniform then affected employees will comply with the relevant Uniform Policy.

4. Out of Hours Conduct

Outside of work hours and locations, employees continue to have a responsibility to meet the standards of professional and ethical behaviour required by [Company] and not conduct themselves in a way that will negatively impact on [Company], its clients, its contractors, suppliers and the general public, where [Company] or its clients are brought into disrepute. This includes, but is not limited to:

- criminal offences such as stealing; and
- violence, bullying, harassment, or discrimination towards work colleagues, clients or the general public.

5. Equal Opportunity and Non Discrimination

It is the responsibility of employers and employees to comply with the letter and spirit of State and Commonwealth Anti-Discrimination legislation. In general, such legislation prohibits discrimination on the basis of sex, age, marital status, pregnancy, the status of being a parent, childless or a de facto spouse, race, colour and national extraction, lawful religious or political industrial belief or activity, and impairment. Sexual harassment is also illegal.

Employees who comply with the requirements of this Code in terms of reporting unethical behaviour or wrongdoing will not be discriminated against.

All [Company] employees will assist in preventing bullying and harassment by adhering to the Discrimination, Harassment and Bullying Policy.

6. Financial Probity and Accountability

It is the responsibility of all employees to ensure that in all financial matters, including the handling of monies, there is full accountability in relation to any advice or transaction in which they may be involved. Employees with responsibilities of a financial nature shall act in accordance with the Company's Finance Policies and shall observe the relevant legislative and regulatory requirements.

7. Giving Gifts/Receiving Benefits

Employees should never solicit any gifts or benefits. Nor should they accept gifts or benefits for themselves or others which might directly or indirectly compromise or influence them in their professional capacity. Gifts of a nominal value or moderate acts of hospitality offered as a genuine "thank you" by a client may be accepted by employees as long as they have not been solicited. Gifts or hospitality offered as an inducement for favourable treatment are not acceptable, regardless of their monetary value. Gifts, such as a Christmas hamper from a client, should be shared with all staff; a singular gift (such as a bottle of wine) should be made available for consumption at a work gathering or consideration should be given to donating such gifts to charity.

8. Grievance and Disciplinary Procedures

Employee concerns with any part of the Code of Conduct shall be dealt with according to the Company's Grievance Policy. Breaches of the Code of Conduct shall be dealt with according to the Company's Disciplinary Policy and related procedures.

9. Legal Compliance

Employees must comply with legislation, regulations and standards relevant to their positions and contracts, and always act in accordance with their legal duty of care to clients. This includes, but is not limited to, legislation relating to industrial relations, privacy, discrimination, bullying and harassment, and work health and safety.

10. Other Employment

Full-time employees must obtain written approval before engaging in any other employment or business activity, including that of a family company. Part-time and casual employees are entitled to work for other entities provided that management is informed of any possible conflict of interest that could adversely impact on [Company]'s financial position, services, clients or standing in the community. Where requested by management, a part-time or regular casual employee will provide details of any other employment.

11. Personal and Professional Behaviour and Conduct

Individual employees shall comply with the Code of Conduct and maintain professional and ethical behaviour at all times. They must refrain from any form of conduct, in relation to other employees, or to the public, which may cause any person offence or embarrassment. The rights of all individuals shall be respected, in keeping with [Company]'s Vision, Mission and Core Values.

In the performance of their duties employees shall:

- Be courteous, sensitive and considerate to the needs of others and treat with respect the cultural, ethnic and religious differences of all other employees of [Company];
- Recognise legitimate authority of [Company] management and not wilfully disobey or wilfully disregard any lawful order given by any person having the authority to make or give the order;
- Observe the highest standards of honesty and integrity and avoid conduct which could suggest any departure from these. This includes a duty to bring to notice dishonesty on the part of other employees;
- Ensure that their work is carried out efficiently, economically and effectively and that the standard of work reflects favourably on [Company];
- Undertake to be in the best possible mental and physical health to enable them to undertake their employment tasks at all times;
- Not seek to influence any person in order to obtain promotion or other advantage;
- Not wilfully discredit or cause embarrassment to the employees or members of [Company];
- Adhere to the Discrimination, Harassment and Bullying Policy.
- Ensure that, at all times, their work and behaviour is in adherence to all other Company Policies.

12. Security of Company Information

Employees shall ensure that unauthorised persons cannot access confidential and sensitive data and documents (including personal information about individuals). Papers are to be retained in secure storage when unattended. Computer screens are to be logged off when unattended. Employees are required to not disclose Company related information to any person (within or outside of the Company), or institution, not authorised to receive the information; nor shall the Employee use such information for any purposes other than for the purposes of the [Company].

The unauthorised disclosure of confidential data to external organisations can result in dismissal.

13. Use of Company Resources

Employees should ensure that [Company] resources, funds and/or equipment are used effectively and economically in the course of their duties for the purpose of [Company] business only. The use of [Company] Internet, Intranet, email and computer systems (including storage)

shall be strictly in compliance with the [Company] Data Storage, Internet/Intranet and Email Policy.

14. Breaches of the Code of Conduct

Any breaches of this Code of Conduct by employees can result in action being taken by management that could include, among other actions, any of the following:

- Disciplinary action
- Transfer to another role
- Demotion
- Temporary suspension from work, with or without pay
- Dismissal
- Notification to an external agency
- Criminal charges.

Contractors who engage in unacceptable behaviour may have their contract or engagement with [Company] terminated or not renewed.

Approvals & Review

Policy review date:	
Policy approved by title:	[Company]
Policy approved by signature:	