# CODE OF CONDUCT POLICY

|  |  |  |  |
| --- | --- | --- | --- |
| Policy number | <<insert number>> | Version | <<insert number>> |
| Drafted by | <<insert name>> | Approved by Board on | <<insert date>> |
| Responsible person | <<insert name>> | Scheduled review date | <<insert date>> |

**Object**

To assist [insert full name of employer] ([insert employer short name]), maintain a harmonious and ethical work environment, which upholds [insert employer short name]’s mission and values.

**Application of this Code of Conduct**

This Code of Conduct applies to all employees (including temporary employees), contractors, consultants and volunteers of [insert employer short name].

[Note: we recommend a separate Code of Conduct be drafted for application to the relevant Board/Committee of Management.]

**Our Mission and Values**

All [insert employer short name] people are expected to behave in ways that are aligned with our mission and values.

**Mission**

[Insert employer’s founding purpose / mission].

**Values**

Our core values underpin all that we do. They are:

[insert employer’s core values].

**Policy**

The Code of Conduct sets out the expected standard of behaviour of all staff of [insert employer short name].

The Code of Conduct and the behaviours outlined within it are fundamental to [insert employer short name] building healthy, positive, and respectful relationships with our community. The Code of Conduct also governs the way in which all [insert employer short name]’s people are expected to relate to one another, external professionals, clients, visitors, and all stakeholders.

The Code of Conduct is not intended to provide a detailed and exhaustive list of what to do in every aspect of work. Instead, it represents a broad framework that will help guide conduct and behaviour in the performance of duties and interactions in the workplace.

**Standards of behaviour**

**Performance of duties**

* In the performance of their duties or as part of their engagement, staff will:
* be punctual;
* comply with deadlines and work commitments;
* attend work related functions, events and training, if required and as relevant to their role;
* treat other staff, clients, customers, suppliers and other members of the public with courtesy and respect at all times;
* treat everyone equally;
* use all reasonable endeavours to promote the interests of [insert employer short name];
* provide all relevant assistance to staff where required;
* follow all lawful and reasonable directions given by [insert employer short name]; and
* comply with all laws and rules.
* [We recommend you consider any specific provisions which are relevant to your organisation. For example, ethical obligations, client/student/other interactions and obligations, professional requirements.]

**Confidentiality**

* Staff must not disclose any confidential information belonging to [insert employer short name], except as required by law, in the performance of their duties or part of their engagement or as permitted in writing by [insert employer short name].
* Staff must not misuse confidential information.
* Staff must take whatever measures as reasonably necessary to prevent the disclosure or misuse of confidential information.
* Staff must comply with any request by [insert employer short name] for confidential information to be deleted, erased or destroyed in such a manner that it cannot be retrieved.

**Conflict of interest**

* Staff must not act in conflict with, or be in a position of conflict (or potential conflict) with, the interests of [insert employer short name] without the express written consent of the [insert employer short name].
* [insert employer short name] understands that staff may be engaged in other employment, trade or business opportunities. To ensure that there are no actual or potential conflicts of interest, employees are required to supply the full details of any other employment that they are engaged in, regardless of the potential for conflict or not. [Delete clause if secondary employment is not permitted by the employer.]

**Dress**

* All staff are required to dress professionally and appropriately for the role in which they perform.
* Personal presentation, including personal grooming and hygiene, should be of a high standard at all times.
* Clothing should be clean, tidy and appropriate.
* [insert other relevant requirements, i.e. casual clothing is permitted on Friday, uniforms etc.]

**IT Security**

* Staff must ensure that their use of IT resources and equipment is reasonable and appropriate.
* Staff are prohibited from accessing, downloading, transmitting or otherwise storing content, information or images that is unlawful or may be deemed offensive, pornographic or not in the interests of [insert employer short name].
* Staff must ensure the security of [insert employer short name]’s information and IT resources at all times.
* Any personal use of IT resources including email, internet and telephones (including mobile phones) must be kept to a minimum.

**Discrimination, harassment and bullying**

* Staff must not discriminate against, sexually harass, or harass or bully anyone, and are expected to encourage a workplace culture that is free from such treatment.
* Staff who witness any type of inappropriate behaviour in the workplace, are obliged to report it immediately to [insert name/position]. Staff are also encouraged to speak to [insert name/position] if they have any questions or concerns about bullying, harassment or discrimination in the workplace.

**Alcohol and drugs**

* Staff must not be intoxicated at work.
* A staff member is taken to be intoxicated if the employee's faculties are, by reason of the employee being under the influence of intoxicating liquor or a drug (except a drug administered by, or taken in accordance with the directions of, a person lawfully authorised to administer the drug), so impaired that the employee is unfit to be entrusted with the employee's duties or with any duty that the employee may be called upon to perform.
* If staff require medication that affects their ability to perform their duties, a medical certificate should be produced from a duly qualified medical practitioner explaining their capacity or incapacity to perform their duties.

**Use of resources**

* Staff must not destroy or take for personal use any items belonging to [insert employer short name] without prior written approval.
* Staff must only use [insert employer short name] equipment, funds, facilities and other resources effectively, economically and carefully for the benefit of [insert employer short name].

**Breach of the Code of Conduct**

Any breach of this Code of Conduct will be taken seriously and may lead to disciplinary action, up to and including termination of employment (for employees), or changed working arrangements or the cessation of any contract or engagement.

Disciplinary action may include (but is not limited to):

• Counselling

• Requiring a formal apology

• Conciliation/mediation conducted by an impartial third party

• Training on expected standards of behaviour

• Verbal or written warning

• Termination of employment, with or without notice

**Other policies and procedures**

This Code of Conduct should be read in conjunction with [insert any other relevant policies/procedures].

**Review**

This Code of Conduct will be reviewed from time to time or as legislation is amended, in light of current good practice and applicable regulatory advice.