**Code of Conduct**

1. **Introduction: our joint responsibilities for conduct** 
   1. People are the key to [Insert Company Name] achieving its vision. Together we accept and share the responsibility for delivering the very best outcomes in the work we do.
   2. The Code of Conduct (**the Code**) guides how we operate as an organisation, as teams, and as individuals.
   3. The Code is designed to guide and inform the choices and behaviour of [Insert Company Name]’s staff, how we work, and how we best serve the interests of our people and communities. It reflects the way we do things and sets out the expectations we have of everyone who works with us.
   4. Sometimes, we might face situations where the right thing to do is not clear. In these situations the Code acts as our guide to uphold our reputation and live our values.
   5. It is important to note the Code will not cover every situation. Some specific responsibilities are defined throughout this document and other policies may provide more detail. The Code should be read together with our policies and employment agreements. If in doubt about what is expected, ask for help.
   6. [Insert Company Name] may also modify the Code, as necessary, to provide further guidance. If this occurs, we will advise all staff.
2. **Application** 
   1. Each of us is personally responsible for supporting our core values. This policy applies to all [Insert Company Name] employees, volunteers and contractors. In applying this policy ‘employee’ or ‘staff’ is to be read as including volunteers and contractors. Staff are required to read and understand the Code and acknowledge they have done so.
3. **The Code and other professional responsibilities**
   1. Each of us are also expected to uphold any external ethical codes or professional standards that may apply to our roles. If a situation arises where the Code and any external code or standard conflict, or might be perceived to conflict, any differences must be managed with integrity and an appropriate manager must be notified so the matter can be discussed and ultimately resolved.
4. **Our Vision and Values**
   1. Our vision and values provide a strong foundation for all of our work. We are expected to demonstrate our organisational values in our actions and behaviours. This supports us in maintaining a great workplace and empowers us to perform at our best.
5. **Our Vision**
   1. [Insert]
   2. …
6. **Our Values**
   1. [Insert]
   2. …
7. **We take pride in the performance of our roles and work as a team**
   1. We strive to uphold the reputation of [Insert Company Name]. To do so, we always act with skill and care.
   2. During our set hours of work, we devote the whole of our time to our duties. We carry out instructions faithfully and responsibly.
   3. We work together as a team and recognise the importance of being at work on time to allow us to function together. We also recognise the importance of rest and meal breaks and work together to ensure we can all take proper breaks while continuing to meet our goals.
   4. If we are unable to be at work during our set hours, we take all reasonable steps to advise an appropriate manager before the time we are due to start so our teams can continue to function.
   5. We are committed to a high standard of conduct. We act in accordance with [Insert Company Name]’s values.
8. **We Communicate Responsibly**
   1. During the performance of our roles, we communicate with others in a manner that is mana enhancing. We protect our image by ensuring only people with written authority from the [insert position] make statements to media representatives in respect of [Insert Company Name] and any statements are authorised by the [insert position] .
   2. We use social media wisely and in a way that is consistent with our role at work. We make it clear any views expressed are our own, not that of [Insert Company Name]. We never post anything that might be a threat, intimidation, harassment, racism or bullying, or anything that could or does bring [Insert Company Name] into disrepute (i.e., could harm our reputation). We take care not to breach anyone’s privacy or post confidential information on social media.
9. **We Avoid Conflicts of Interest**
   1. We never allow our personal interests to influence our actions on behalf of [Insert Company Name]. Every decision we make on the job is carried out with [Insert Company Name]’s best interests in mind.
   2. We take care to identify and avoid any real or perceived (seen to be) conflicts of interest. We also report any potential or real conflicts of interest to ensure these are appropriately managed.
   3. To identify a conflict, we consider the following questions:
10. Could my personal interests or relationships influence the decisions I make?
11. Could it look that way to someone else?
    1. If the answer to either of these questions is yes, it is probably a conflict of interest. Seek guidance from your manager if you are unsure.
    2. We value the relationships we build with our community and other business partners. It is important these relationships remain positive and ethical. This means we are never influenced by offers of inappropriate gifts or hospitality. Information relating to [Insert Company Name] should never be used or released for personal gain.
12. **We Protect Confidential Information and Privacy Rights**
    1. We protect co-workers’ and [Insert Company Name]’s confidential information by sharing it only with those who are allowed to access it and need the information to perform their job. We continue to protect this information even after our work at [Insert Company Name] has ended.
    2. We take seriously our responsibility and obligations to use and process any personal information only for valid purposes and protect it from possible loss, misuse or disclosure. We recognise that compliance with the Privacy Act 2020 is critical to our reputation.
13. **We Maintain a Healthy and Safe Environment**
    1. We are committed to providing and maintaining a healthy and safe work environment for everyone who carries out work for [Insert Company Name] as well as our visitors.
    2. We all share an obligation to maintain a healthy and safe working environment for ourselves and others and take all practicable steps to prevent personal illness or injury.
    3. We recognise the fundamental importance of following established safety rules and procedures. We each take responsibility for educating ourselves on the safety and emergency procedures at [Insert Company Name].
    4. We take proactive steps to avoid and minimise the risk of harm to ourselves or others by quickly reporting potential health and safety problems along with all accidents or near misses.
    5. We recognise that consumption or use of alcohol or prohibited drugs (including non-prescribed medication) pose significant health and safety risks and inhibit our ability to perform our duties well. The consumption, use, or possession of prohibited drugs (including non-prescribed medication) is prohibited on [Insert Company Name]’s premises. The possession or consumption of alcohol on [Insert Company Name]’s premises is prohibited unless authorised by an appropriate manager. If any prescribed medication could have a negative impact on your health, safety or performance at work, this must be disclosed to an appropriate manager and a management plan put in place.
    6. Smoking [or vaping/] is not permitted on [Insert Company Name]’s premises or in its vehicles, except in the approved areas.
14. **We Respect the Rights of Others**
    1. We treat all co-workers, suppliers and other people equally and with respect. In doing so, we:
15. work together in good faith and maintain standards of behaviour and language appropriate to our workplace;
16. avoid behaviour that is discourteous to, or disrespectful of, others;
17. are respectful of others’ cultural backgrounds;
18. embrace diversity and do not discriminate against anyone because of their gender, sexual orientation, colour, race, ethnic or national origins, religious or ethical beliefs, disability, marital status or family responsibilities, age or physical/psychiatric illness (or other grounds established by the Human Rights Act 1993); and
19. do not tolerate harassment or bullying in any form.
20. **We Safeguard Property** 
    1. Other people within the workplace trust us to protect their property from damage, loss, misuse or theft. We honour that trust and never remove, move or possess property that is not our own without authorisation.
    2. The building(s) we work in, the equipment and technology we use, the ideas we develop, the information (including emails) we exchange, are all examples of [Insert Company Name]’s assets we are trusted to protect. We use [Insert Company Name]’s assets responsibly when performing our roles and return any in our possession on termination of employment.
21. **We Take Breaches of Our Code Seriously**
    1. If we fail to follow our Code or applicable laws, ignore someone else’s failure to follow the Code, or pressure someone else to not follow the Code, a breach occurs. This can harm [Insert Company Name]’s reputation and put our people at risk. We take all potential Code breaches seriously.
    2. Code breaches may lead to disciplinary action equal to the nature and circumstances of the breach, up to and including summary termination of employment. Code breaches are also documented in employees’ personnel records. Policy breaches that are not specified in the Code will be handled under the appropriate policy or procedure. If an action breaches the law, it could result in fines or criminal prosecution.
    3. We each have a responsibility to report any concerns where we believe our Code, our policies, or the law may have been breached. Reporting concerns helps [Insert Company Name] to appropriately handle issues, fix problems before they occur, and remedy situations that have already happened.

**EMPLOYEE DECLARATION**



I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name) declare I have read and understood [Insert Company Name] Code of Conduct.

| Signature: |  |
| --- | --- |
| Date: |  |