[Insert organisation name/logo]

# CODE OF CONDUCT template

Purpose and scope

The purpose of the Code of Conduct is to provide clarity on standards of conduct that are expected by all Employees, Contractors, Students, volunteers and the Board of Directors (collectively “staff”) when working for or at or engaged by **[Insert organisation name].**

**[Insert organisation name]** strives to create a safe, equitable and effective workplace for employees, members, students, volunteers and stakeholders. The Code of Conduct outlines standards of behaviour required by staff in the performance of organisational related duties.

All staff should report suspected breaches of the Code of Conduct in the first instance to your supervisor or the CEO. The Dispute resolution policy should be followed in relation to investigation of breaches of the Code of Conduct.

Anyone found in breach of the Code of Conduct may be subject to disciplinary action including termination of their employment.

Code of Conduct principles

The following principles are in addition to the general expectations such as the duty of fidelity and to act in good faith.

**Respecting others**

When working with others, staff are expected to treat members, other staff and visitors to **[Insert organisation name]** by:

* Being courteous, honest and fair when dealing with others and when making decisions;
* Treating all people equally aligned to the orgnaisation’s Diversity, Inclusion and anti-discrimination policy; irrespective of gender, sexual orientation, race, disability, religion, marital status, age, political conviction or other attributes;
* Acting to support the reputation of staff, clients or members of the community;
* Protecting the privacy of others and maintaining confidentiality regarding personal and commercial matters;

**Behaving professionally**

Staff are expected to carry out their duties in a professional and conscientious manner by:

* Following the values of **[Insert organisation name]** set out in the organisation’s Strategic plan;
* Understand and carry out duties in a conscientious, competent, safe and honest manner.
* Seeking to attain the highest possible standards of performance and providing accurate, timely and useful information to staff and clients;
* Use **[Insert organisation name]** equipment, facilities and funds for the primary purpose of undertaking organisational duties.
* Understanding and complying with work health and safety responsibilities;
* Understand and comply with the organisation policies and procedures.
* Maintaining confidentiality of information which a reasonable person would consider to be confidential;
* Ensuring any public comments made in **[Insert organisation name]**’s name are authorised by the CEO;
* Reporting fraud or corrupt conduct to appropriate internal or external authorities;
* Refraining from acting in any way that would unfairly harm the reputation of **[Insert organisation name]**.
* Ensure their use of social media does not compromise the reputation of **[Insert organisation name]**, employees or Board members, and does not include derogatory, shaming or other personal attacks towards or about employees, Board members, students, volunteers, members or stakeholders.
* Seek clarification where needed regarding any part of their employment or other formal engagement with the organisation, including details of this Code of Conduct.

***Note\****

*Organisations are encouraged to include or delete point number 8 according to their organisational policy in regards to the use of social media.*

*\*Please delete note before finalising this template.*

**Conflict of interest**

Staff should avoid any interest, influence or relationship which might affect the performance of their role or that could conflict or appear to conflict with the best interests of **[Insert organisation name]**. Any situation in which loyalty may be divided must be avoided and any situation where an actual or potential conflict may exist must be promptly disclosed.

An ‘interest’ is anything that can have an impact on an individual or group. The impact can bring a benefit or disadvantage to **[Insert organisation name]** or others. Interests can be public or personal, pecuniary and non pecuniary.  
  
Any identified or ‘potential’ conflicts of interest relating to secondary employment or other matters arising in the course of a person’s employment will be placed on the risk register and the process as outlined in the Risk Management Policy is to be followed.

#### Pecuniary interest A pecuniary interest involves an actual or potential financial gain or loss. It may result from the employee or someone associated with them (e.g. family member) owning property, holding shares or a position in a company bidding for government work, accepting gifts or hospitality, or receiving an income from a second job. Money does not actually have to change hands for an interest to be pecuniary.

#### Non-pecuniary interest A non-pecuniary interest does not have a financial component but may arise from personal or family relationships, involvement in sporting, social, trade union, community or cultural activities. Non-pecuniary interests are those that cause favour or prejudice resulting from friendship, animosity or other personal involvement when making decisions or judgements.

Examples of potential conflict situations :

* having a financial interest in any business transaction with **[Insert organisation name]**,
* being in a personal relationship with another team member or potential employee if you are, or are likely to be, in a supervisor/subordinate relationship, or some other role where you can make decisions that materially affect the other employee,
* owning or having a significant financial interest in, or other relationship with a **[Insert organisation name]**’s competitor, client or supplier, or
* accepting gifts, entertainment or another benefit of more than a nominal value from a **[Insert organisation name]**’s competitor, client or supplier.

If a staff member has a conflict of interest, they must disclose it to their supervisor or the CEO and remove themselves from negotiations, deliberations or votes involving the conflict. The staff member may, however, state their position and answer questions when their knowledge may be of assistance to **[Insert organisation name]**.

**Dress code  
[Insert organisation name]**’s staff are required to dress appropriately, in all work related situations to reflect the professional standing of **[Insert organisation name]**.

**Privacy and confidentiality  
[Insert organisation name]**’s staff are required to be aware of and comply with State and Commonwealth privacy legislation and organisation’s Privacy policy.

**Intellectual property**All work developed as a staff member remains the property of **[Insert organisation name]**.

Variations  
[Insert organisation name] reserves the right to vary, replace or terminate the Code of Conduct from time to time.

I, **[Insert employee name]** have read, understand and agree to this Code of Conduct.

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| --- | --- | --- | --- |
| **Name** |  | | |
| **Signature** |  | **Date** |  |