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# Code of Conduct (Staff)

# TEMPLATE

## Purpose

The purpose of this policy is ensure that employees are aware of behaviour that could amount to misconduct and that all relevant parties are aware of [name of organisation]'s policy for dealing with misconduct.

## Application

This policy applies to all employees of [ORGANISATION] unless otherwise specified. This includes where employees are working on site or off-site, attending a work-related conference or function, or attending a client or other work-related event, including retreats and social events.

## [Organisation]’s values

* Culture and language
* Innovation
* Opportunity building
* Diversity
* Commitment
* Achievement
* Partnership
* Accountability
* Transparency
* Ethical conduct

## Policy

[Organisation] expects employees to observe acceptable standards of behaviour.

The Code of Conduct requires that an employee must in the course of their employment -

* behave honestly and with integrity;
* act with care and diligence;
* treat everyone with respect and courtesy, and without harassment;
* comply with all applicable Australian laws;
* disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their employment;
* use [ORGANISATION] resources in a proper manner;
* at all times behave in a way that upholds the values, integrity and good reputation of [ORGANISATION].

Examples of behaviour that do not meet these standards includes, but is not limited to, the following:

* failing to obey lawful and reasonable instructions of [Organisation];
* failing to follow defined policies, procedures and rules;
* unacceptable disruptive behaviour;
* unauthorised absence from the workplace; and
* repeatedly being late for work without reasonable excuse.

**Serious misconduct**

Whether misconduct amounts to serious misconduct depends on the particular circumstances of a given case. Supervisors/managers should consider the circumstances fully as they apply to the particular employee when determining whether or not the employee has engaged in conduct that could be considered serious misconduct.

Behaviour amounting to serious misconduct includes, but is not limited to:

* willful or deliberate behaviour that is inconsistent with the employee's contract of employment;
* theft;
* fraud;
* assault;
* intoxication at work;
* use of derogatory, violent or abusive language;
* fighting;
* failure to observe safety rules;
* concealment of a material fact on engagement;
* obscenity;
* dishonesty in the course of the employment; and criminal conduct including conduct that, if proven, renders the employee completely unfit for work.

## Relevant legislation

* Age Discrimination Act 2004
* Crimes Acts of States and Territories
* Disability Discrimination Act 1992
* Fair Work Act 2009
* Racial Discrimination Act 1975
* [S](https://www.legislation.gov.au/Details/C2011A00040)ex Discrimination Act 1984

## Associated policies

* Diversity Policy
* Equal Employment Opportunity Policy
* Sexual Harassment Policy
* Workplace Bullying Policy
* Workplace Grievances and Disputes Policy

## Authorisation

<Signature of Board Chair>  
<Signature of Manager>  
<Date of approval by the Board>  
<Name of Organisation>