# **Code of Conduct**

**Purpose**

Company Name (‘short name’) has an overarching purpose of [INSERT PURPOSE]. Company short name [INSERT WHAT THE COMPANY DOES AND WHY]. As such, the Workers of Company short name need to exhibit and promote the standards of workplace behaviour and achievement that Company short name is looking to uphold. In order to uphold Company short name reputation, it is expected that Workers will conduct themselves in a professional and courteous manner, whilst being guided by the principles set out below.

**Scope**

This policy applies to all Company short name Workers.

**Policy**

Company short name values underpin the identity of, and all actions conducted by Company short name. Workers are expected to commit to the highest standards of conduct and behaviour in order to preserve Company short name‘ reputation and strengthen its branding in the [INDUSTRY/IES] Industries. To Company short name these values mean:

* [VALUE] – [SUMMARY OF MEANING ON CONTEXT OF WHAT WORKERS ARE EXPECTED TO DO]
* [VALUE] – [SUMMARY OF MEANING ON CONTEXT OF WHAT WORKERS ARE EXPECTED TO DO]
* [VALUE] – [SUMMARY OF MEANING ON CONTEXT OF WHAT WORKERS ARE EXECTED TO DO]
* [VALUE] – [SUMMARY OF MEANING ON CONTEXT OF WHAT WORKERS ARE EXPECTED TO DO]
* [VALUE] – [SUMMARY OF MEANING ON CONTEXT OF WHAT WORKERS ARE EXPECTED TO DO]

Workers will make all decisions with Company short name best interests in mind and will not allow personal interests or inducements to influence decision making.

**How to Guide**

 **Conduct and Behaviour**

All Workers of Company short name are expected to comply with relevant laws and work towards achieving a work environment that is:

* safe and free from health risks
* free from discrimination
* free from bullying
* free from sexual harassment and
* free from aggression and violence.

Company short name recognises the importance of ensuring appropriate behaviours are maintained in the workplace and will not tolerate inappropriate workplace behaviour. Such behaviour may lead to disciplinary action.

If a Worker is uncertain as to whether their behaviour is in accordance with this Code, they should contact:

* their Manager; or
* the HR Team.

**Dealing with Stakeholders**

Workers must act honestly, fairly, and ethically in their dealings with all stakeholders dealt with in the course of their work.

Workers must also carry out their work conscientiously and to the best of their ability.

**Alcohol and drugs**

Workers should not work for Company short name if under the influence of alcohol or drugs that could impair their ability to carry out their work, or cause danger to themselves or others.

The consumption of alcohol on Company short name worksites or work-related activities is prohibited without the consent of the Manager or person delegated by the Manager. Notwithstanding this approval, no person operating vehicles, machinery, plant, or equipment may consume alcohol or take drugs.

**Conflicts of Interest**

Workers must avoid conflicts of interest.

A conflict of interest occurs when personal interests of a Worker, or related party, compete with the interests of Company short name. In such a situation, it can be difficult to act fully in the best interests of Company short name.

If a conflict-of-interest situation arises or may arise, however, you must disclose it in writing to the Manager, or by email to company email to resolve it in a fair and transparent manner.

**Work, Health and Safety**

A safe work environment is paramount to Company short name.

Workers have responsibility for protecting their own safety and the safety of others in their work activities. Workers must report breaches of safety in writing to the Manager, or by email to Company email.

**Discrimination and Harassment**

* Workers must treat all people with courtesy and sensitivity.
* Workers must not engage in harassment or bullying in the course of their work.
* Workers must not discriminate against anyone on the basis of gender, marital status, sexuality, disability, age, pregnancy, race or political or religious beliefs.
* Workers must be respectful of and provide security for and in no way denigrate, endanger, exploit, intimidate or harm vulnerable groups, such as children, the aged and frail or people with a disability.

**Outside Activities (Workers)**

While on duty, Workers must give the whole of their time and attention to Company short name. Outside Company short name, nothing may be done if it would interfere with your responsibilities to Company short name or bring Company short name reputation into disrepute. Outside activities will be pursued at a Worker’s own risk.

**Confidential and Personal Information**

Company short name ’s confidential information may only be used for work related purposes. Otherwise, Workers must not disclose this confidential information to third parties without the consent of the Manager, even after they leave their employment with Company short name.

Confidential information is information that is not yet public information. It includes information on the internal affairs of Company short name, its financial affairs, its official papers, documents, reports and recommendations, and drafts of each of them.

Personal information of Workers and third parties must be kept confidential and only collected, dealt with, and stored in accordance with the Record Keeping Policy.

**Intellectual Property and Assignment of Moral Rights**

When creating materials, Workers must ensure that the intellectual property rights of others are not infringed. Any third-party copyright or other rights information must be recorded in the materials and Moral Rights acknowledged.

Workers acknowledge and agree that the copyright of material created by them in the course of their work for Company short name (wherever or however that work may be undertaken), or under direction by Company short name, belongs to Company short name , unless a specific agreement is entered into. Any Moral Rights assigned to the material will continue to belong to them, unless agreed to otherwise in writing.

Workers may not use Company short name intellectual property for private purposes or non‐ Company short name purposes without the consent of the Manager.

**Use and Protection of Company short name Assets**

Company short name property, facilities and equipment must be used efficiently, economically, safely, and carefully for work related purposes. They must not be abused, nor may Workers engage in fraudulent, dishonest, or serious and substantial waste involving them.

**Email and Internet**

Email and internet facilities are provided for work related purposes. They may only be used by authorised persons. Limited personal use is permitted, provided that this use is brief and infrequent and does not conflict with a Worker’s work or that of others.

Access to inappropriate internet sites and the use of email to store or distribute offensive or inappropriate material is prohibited. Company short name employs technology to monitor the use of these facilities and any Workers found accessing these sites on Company short name property or during Company short name time will be subject to disciplinary action, including the possibility of dismissal and, if warranted, legal proceedings or criminal sanctions.

**Media Comment**

Only the Manager and their respective delegates, may comment publicly to the media, or its equivalent, on Company short name business.

Media enquiries should be referred to the Manager in the first instance.

**Social Media Comment**

Worker use of social media, whether undertaken during their work for Company short name or privately, must not compromise Company short name reputation. This includes comments or images which are derogatory, shaming, or other personal attacks directed towards or about Workers, the governing body, clients, or other stakeholders.

**Bribery and Corruption**

Workers must never offer or promise any personal or improper financial or other advantage in order to obtain or retain a business or other advantage from a third party. Nor may any Worker accept any such advantage in return for any preferential treatment of a third party. Such advantage could include meals, gifts or entertainment, except meals or gifts which are reasonable in circumstances.

**Failure to Comply with Code**

Each Worker must comply with this Code.

If in doubt about any matter, a Worker should refer the issue in writing to the Manager or by email to company email in the first instance but, ultimately, a Worker is responsible for their actions.

Any failure to comply with the Code may result in disciplinary action, including the possibility of dismissal and, if warranted, legal proceedings or criminal sanctions.

**Reporting of Breach**

Workers must report in writing any practices or actions believed to be inappropriate under this Code, or even illegal, to the Manager or by email to company email. Where appropriate, reports may be made on a confidential basis. Company short name, however, prefers not to deal with anonymous or pseudonymous complaints, which by their nature are almost impossible to address. The Manager may decide that it is impracticable to investigate such a complaint without knowing the identity of the person making it. In such a case, the Manager will advise the complainant of their intention to come to such a decision and invite a response. Following the elapse of reasonable time for a response, the Manager may decide to take no further action.

All other complaints will be properly investigated.

**Disclosing Wrongdoing**

Company short name is committed to a culture of compliance and high ethical behaviour.

A Worker will not be subject to adverse employment actions (dismissal, demotion, suspension, harassment, or other forms of discrimination) for raising an allegation in good faith and in the honest belief that there is evidence of malpractice, misconduct, or a material conflict of interest.

For general workplace concerns, claims or grievances, please refer to the Company short name Grievance Policy.

**Responsibilities**

 **Company short name Responsibilities**

It is Company short name responsibility to ensure that:

* management are empowered to educate their teams on a regular basis about the existence of this policy, and their rights and responsibilities in relation to implementing this policy and
* any breach of this policy is dealt with in a fair and consistent manner.

**Manager Responsibilities**

Managers are required to:

* ensure their team members are aware of this policy
* act in accordance with the values set out in this document by leading by example and
* escalate any serious breach or potentially serious breach to the CEO as a matter of urgency.

**Worker Responsibilities**

At Company short name, Workers are expected to:

* Understand the requirements of this policy and speak with their Manager if unclear
* Comply with the requirements of this policy; and
* Raise any concerns around a potential breach with their Manager (providing them with all the relevant details).

**Relevant Reference Material**

The following documents may provide relevant supplementary information:

* Company short name Anti-Discrimination, Harassment and Bullying Policy
* Company short name Social media and ICT Policy and
* Company short name Grievance Handling Policy

**Contact**

Should any clarification be needed for the contents of this Policy, the reader should contact your Manager or the HR team via phone (company phone number) or email (company email).

**Monitor and Review**

This policy will be reviewed from two (2) years from date of adoption.

**Approval**

This policy was [DRAFTED/REVIEWED] on [DATE] and approved by [NAME], Manager, on [DATE].