

Staff Code of Conduct Agreement

This Staff Code of Conduct outlines the required standards of behaviour and practice by staff in undertaking their role with Access4u. This Agreement relates to our Code of Conduct Policy.

1. Personal and professional behaviour

- 1.1 Staff perform any duties associated with their position in a conscientious, competent and honest manner, consistent with the values of the organisation.
- 1.2 Staff treat all others with respect and courtesy, having regard for their dignity and rights.
- 1.3 Staff act fairly and equitably, respecting diversity in the environment which they work in.
- 1.4 Staff establish a professional relationship with Customers at all times, and will not form personal relationships or disclose personal information that may compromise the relationship.
- 1.5 Staff prevent and respond to unlawful discrimination against other staff, volunteers, Customers and stakeholders.
- 1.6 Staff do not engage in bullying, violence, harassment or any other forms of victimisation.
- 1.7 Staff dress and act in public in a professional manner that does not reflect adversely on the organisation or other staff.
- 1.8 Employees' use of social media does not compromise the organisation's reputation and does not include derogatory, shaming or other personal attacks towards or about staff, the governing body, volunteers, Customer or other stakeholders.

2. Accountability

- 2.1 Staff attend work in the times agreed with manager, notify manager and other stakeholders of their absences, report and account for all leave taken, record attendance and obtain approval at least 48 hours prior to changing their work times.
- 2.2 Staff use equipment, facilities and funds for the primary purpose of undertaking organisational duties.
- 2.3 Staff maintain confidentiality of all organisation and personal information obtained during employment and other formal engagement with the organisation, and utilise such information for the purposes of carrying out duties, and not for financial or other benefit, or to take advantage of another person or organisation.
- 2.4 Staff maintain organisation and personal records in accordance with legislative and organisational policy requirements.
- 2.5 Staff ensure all decisions made in the course of their duties are transparent and align with organisational policy and procedures.
- 2.6 Staff understand and comply with organisation policies and procedures, including *Mobile phone use in the workplace; Alcohol, drugs and smoking and Motor vehicle use*.
- 2.7 Staff are responsible for seeking clarification where needed regarding any part of their employment, including details of this Code of Conduct.
- 2.8 Staff take responsibility for reporting conduct by other staff, governing body members or volunteers which contravenes any law, organisational policy and procedures, or this Code of Conduct.

3. Conflicts of interest

- 3.1 Staff declare and manage any potential, actual or apparent conflicts of interests.
- 3.2 Staff do not accept gifts, benefits or favours that may influence or be reasonably seen to influence decision making.
- 3.3 Staff prevent and respond to nepotism and patronage.
- 3.4 Staff manage conflicts of interest in accordance with organisational conflict of interest policies and procedures.

4. Safe working environment

- 4.1 Staff are to perform their duties in a safe and competent manner in accordance with organisational workplace health and safety policies and procedures, and relevant workplace health and safety legislation.
- 4.2 Staff must take care to not put themselves or others at risk or reduce their ability to carry out their duties through unsafe practices, inappropriate behaviours or the misuse of alcohol or drugs.
- 4.3 Staff take action in preventing, identifying and responding to workplace health and safety risks.

I, _____ (staff member), have read, understand and agree to this organisation Code of Conduct. I commit to the required standards of behaviour and practice as outlined in the Code of Conduct.

Employee signature

Date