




# STAFF CODE OF CONDUCT POLICY

POLICY TYPE	DOCUMENT CONTROLLER	RESPONSIBLE MANAGER	POLICY ADOPTED	REVIEW DUE
Management	Human Resources Coordinator	Executive Manager	22 October 2024	October 2026
<b>PURPOSE</b>	<p>The purpose of this code is to outline the ethical, professional and moral standards that are required of everyone working for Council.</p> <p>Additionally, it outlines the commitment of all workers to creating and maintaining a Child Safe Organisation.</p>			
<b>SCOPE</b>	<p>This code is applicable to all employees, volunteers and work experience students, including apprentices, trainees and employees of a labour hire Company who are assigned to work for or be hosted by Council.</p> <p>The Code of Conduct is designed to establish accepted levels of behaviour for all staff and ensure the safety and wellbeing of children and young people in this workplace. The Code of Conduct is not intended to be exhaustive and cannot anticipate every situation which may morally or ethically compromise workers or the Council.</p> <p>In this regard, Council expects its workers to use their common sense and sound judgment. If a worker is in doubt as to how they should act in any situation, they should always contact their immediate supervisor or Human Resources.</p>			
<b>POLICY</b>	<p><b>1. Our Values:</b> You must be committed to Council's values and behave in a way that upholds these.</p> <div data-bbox="419 1384 1436 2047"> <p><b>CHAMPION</b> and respect one another We respect and cheer on one another, working together to serve the community.</p> <p><b>DEDICATION</b> to our customers and community We are driven to understand the needs of our customers so we can connect them to the right solutions.</p> <p><b>PIONEER</b> positive improvement We chase innovation and improvement, so we can keep getting better.</p> <p>our values</p>  </div>			



## 2. General Principles – Our Conduct:

2.1. Acting with honesty and integrity will maintain respect and confidence in Council.

### To demonstrate honesty and integrity workers will:

- 2.1.1. Treat everyone with whom you deal with in the workplace, ethically, respectfully and with courtesy and dignity.
- 2.1.2. Immediately report any suspicion of fraud, theft or other dishonest behaviour by others to their supervisor or manager.
- 2.1.3. Act to prioritise the best interests of children.
- 2.1.4. Take action promptly to ensure that children are safe.
- 2.1.5. Report all suspected or disclosed child harm or abuse as required by The Office of the Independent Regulator and Council's Safeguarding Children and Young People Policy.
- 2.1.6. Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- 2.1.7. Consider and respect the diverse backgrounds and needs of children.
- 2.1.8. Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- 2.1.9. Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- 2.1.10. Contribute, where appropriate, to Council's policies, discussions, learning and reviews about child safety and wellbeing.

### To demonstrate honesty and integrity workers will not:

- 2.1.11. Be alone with a child unnecessarily.
- 2.1.12. Arrange personal contact, including online contact, with children they are working with for a purpose unrelated to the Council's activities.
- 2.1.13. Enter into fraudulent activities.

- 2.1.14. Accept gifts or entertainment which may be perceived as having been offered to influence, in accordance with the Gifts and Donations Policy.
- 2.1.15. Use inappropriate language in the presence of children or show or provide children with access to inappropriate images or material.



- 2.2. Professionalism is conduct that fosters and preserves reputations as individuals and that of Council.

**To demonstrate professionalism, workers will:**

- 2.2.1. Act honestly and fairly and professionally represent the Council at all times.
- 2.2.2. Act in the best interests of the Council in serving the community
- 2.2.3. Positively promote Devonport and the Devonport City Council.
- 2.2.4. Present for work on time, in an appropriate manner and always be in a fit state to work.
- 2.2.5. Ensure any personal relationships do not negatively impact on the working environment.
- 2.2.6. Encourage a positive workplace culture through embracing change, communicating clearly, working cooperatively and openly and supporting each other to achieve team and individual goals within and across departments.
- 2.2.7. Respect confidentiality and only use information for Council purposes including only accessing confidential information for authorised work-related tasks.
- 2.2.8. Demonstrate appropriate personal and professional boundaries.
- 2.2.9. Comply with Council's protocols on communicating with children.
- 2.2.10. Maintain confidentiality relating to record keeping and information sharing including with Child Safe Organisations.

**To demonstrate Professionalism, workers will not:**

- 2.2.11. Work with children while under the influence of alcohol or prohibited drugs.

2.2.12. Harass, discriminate against or bully, or support others who harass, discriminate against or bully, colleagues or members of the public.

2.2.13. Make external statements or comments regarding Council, its business dealings or financial status, unless authorised to do so.

2.2.14. Enact, and not publicly criticise, decisions of Council.

2.3. Workers should act in the spirit and intent of the applicable laws governing Council's activities and strive to be familiar with and comply with all relevant laws and policies and procedures.

**To demonstrate this commitment workers will:**

2.3.1. Abide by all Devonport City Council policies and procedures and comply with any lawful or reasonable directive given by a person with the authority to give the direction.

2.3.2. Comply with Health, Safety and Risk management systems.

2.3.3. Identify and mitigate risks to Children's safety and wellbeing.

2.3.4. Only provide advice to customers that you are authorised to provide in the course of your work and not make unauthorised statements or commitments on behalf of the Council.

2.3.5. Comply with all laws and regulations applicable to the business of the Council.

2.3.6. Respect privacy and do not misuse information.

2.3.7. Only use Council systems and equipment for which you are authorised, and use these appropriately and for proper purposes

2.3.8. Not deface or wilfully damage Council property. This includes tools, vehicles, plant, email, messaging, internet access and technology.

2.3.9. Protect Council property, in particular, take care to avoid or minimise the possibility of theft or misuse of property.

2.3.10. Ensure any conflicts of interest are declared and take appropriate action to manage the conflict in favour of your public duty. When considering whether or not a conflict of interest exists, it is always important to think how others would view the situation.

2.3.11. Ensure outside employment and volunteer work, which relates to activities of Council, which may be perceived as a 'conflict of interest', are declared.

2.3.12. Report all suspected or disclosed child harm or abuse as required by The Office of the Independent Regulator and by Council's Child Safety Reporting Procedure on internal and external reporting.

	<p>2.3.13. Act in accordance with Council's Safeguarding Children and Young People Policy.</p> <p><b>To demonstrate Law abiding commitment, workers will not:</b></p> <p>2.3.14. Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless they are required to do so by Council's Safeguarding Children and Young People Policy.</p> <p>2.3.15. Engage in any unlawful activity with or in relation to a child.</p> <p>2.3.16. Engage in any activity that is likely to physically, sexually or emotionally harm a child.</p> <p>2.3.17. Unlawfully discriminate against any child or their family members.</p> <p>2.3.18. Ignore or disregard any suspected or disclosed child harm or abuse.</p> <p><b>3. Disciplinary Action:</b> Compliance with the Code of Conduct is an obligation of all employees, volunteers, work experience students, including apprentices, trainees and employees of a labour hire Company who is assigned to work or be hosted by Council and breach of this may result in disciplinary action or dismissal.</p> <p><b>4. Education and Awareness:</b> New employees, volunteers and work experience students are provided with a copy of the Code of Conduct at their induction.  Existing employees, volunteers, and work experience students will be provided with a copy of the Code of Conduct each time it is amended and updated.</p>
<p><b>LEGISLATION AND RELATED DOCUMENTS</b></p>	<p>Harassment, Bullying &amp; Anti-Discrimination Policy  Fitness For Work Policy and Procedure  Uniform Policy  Disciplinary Procedure  Customer Service Charter  Fraud Control Policy  <i>Local Government Act 1993</i>  Devonport City Council Enterprise Agreement 2024  Equal Employment Opportunity (EEO) and Diversity Policy  Health and Safety Policy  Gifts and Donations Policy  Communication and Media Policy  Personal Information Protection Policy  Secondary Employment Policy  Risk Management Framework  Employee Declaration of Interest Policy  Safeguarding Children and Young People Policy</p>

	Child & Youth Safe Framework Child & Youth Safe Organisations Act 2023 Child Safety Reporting Procedure		
<b>ATTACHMENTS (IF APPLICABLE)</b>	N/A		
<b>OFFICE USE ONLY</b>	Update Register	Y	Training/Communication Y
	Advise Document Controller	Y	Advise HR / MCO Y
	Management Sign Off:    Date: 22 October 2024		