



## STAFF CODE OF CONDUCT POLICY

POLICY TYPE	DOCUMENT CONTROLLER	RESPONSIBLE MANAGER	POLICY ADOPTED	REVIEW DUE
Management	Human Resources Coordinator	Executive Manager People & Finance	27 September 2022	September 2024
<b>PURPOSE</b>	The purpose of this code is to detail ethical, professional and moral standards that are required of everyone working for Council.			
<b>SCOPE</b>	<p>This code is applicable to 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.</p> <p>The Code of Conduct is designed to establish accepted levels of behaviour for all staff. 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. 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 style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="background-color: #004a7c; color: white; padding: 10px; width: 30%; text-align: center;">  <p><b>CHAMPION</b> and respect one another</p> <hr style="width: 20%; margin: 5px auto;"/> <p><small>We respect and cheer on one another, working together to serve the community.</small></p> </div> <div style="background-color: #006688; color: white; padding: 10px; width: 30%; text-align: center;">  <p><b>DEDICATION</b> to our customers and community</p> <hr style="width: 20%; margin: 5px auto;"/> <p><small>We are driven to understand the needs of our customers so we can connect them to the right solutions.</small></p> </div> <div style="background-color: #009999; color: white; padding: 10px; width: 30%; text-align: center;">  <p><b>PIONEER</b> positive improvement</p> <hr style="width: 20%; margin: 5px auto;"/> <p><small>We chase innovation and improvement, so we can keep getting better.</small></p> </div> </div> <p style="text-align: center; font-size: 2em; color: #007080; opacity: 0.5; margin-top: 20px;">our values</p> 			

## 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 colleagues, contractors, customers, and all other people with whom you deal with at work, with courtesy, dignity and respect.
- 2.1.2.** Not enter into fraudulent activities.
- 2.1.3.** Immediately report any suspicion of fraud, theft or other dishonest behaviour by others to their supervisor or manager.
- 2.1.4.** Not accept gifts or entertainment which may be perceived as having been offered to influence in accordance with the Gifts and Donations Policy.



**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 with 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.

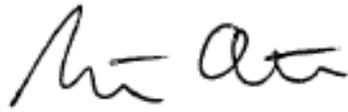
- 2.2.7.** Not harass, discriminate against or bully, or support others who harass, discriminate against or bully colleagues or members of the public.
- 2.2.8.** Enact, and not publicly criticise, decisions of Council.
- 2.2.9.** Not make external statements or comments regarding Council, its business dealings or financial status, unless authorised to do so.
- 2.2.10.** Respect confidentiality and only use information for Council purposes including only accessing confidential information for authorised work-related tasks.



- 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.** 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.
  - 2.3.4.** Comply with all laws and regulations applicable to the business of the Council.
  - 2.3.5.** Respect privacy and do not misuse information.
  - 2.3.6.** Only use Council systems and equipment for which you are authorised, and use these appropriately and for proper purposes, and not deface or wilfully damage Council property. This includes tools, vehicles, plant, email, messaging, internet access and technology.

	<p><b>2.3.7.</b> Protect Council property, in particular, take care to avoid or minimise the possibility of theft or misuse of property.</p> <p><b>2.3.8.</b> 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.</p> <p><b>2.3.9.</b> Ensure outside employment and volunteer work, which relates to activities of Council, which may be perceived as a 'conflict of interest', are declared.</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>								
<b>LEGISLATION AND RELATED DOCUMENTS</b>	<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 2020  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</p>								
<b>ATTACHMENTS (IF APPLICABLE)</b>	N/A								
<b>OFFICE USE ONLY</b>	<table border="1"> <tr> <td>Update Register</td> <td>Y</td> <td>Training/Communication</td> <td>Y</td> </tr> <tr> <td>Advise Document Controller</td> <td>Y</td> <td>Advise HR / MCO</td> <td>Y</td> </tr> </table>	Update Register	Y	Training/Communication	Y	Advise Document Controller	Y	Advise HR / MCO	Y
Update Register	Y	Training/Communication	Y						
Advise Document Controller	Y	Advise HR / MCO	Y						

Management Sign Off:

A handwritten signature in black ink, appearing to read "Mr. At".

Date: 27 September 2022