

George Town Council
Internal Policy No. HR01
Employee Code of Conduct Policy



TYPE OF POLICY:

Operational/Administrative

This Policy is approved by the General Manager and outlines the manner in which operational issues or administrative practices should or may occur in accordance with Policy Development, Approval and Review Policy No. 09, Part 8.4

Adopted	31 May 2016	Consultative Committee (Final legal clarification/approval 8/9 th June 2016)
Amended		
Next Review Date	9 June 2018	
File Ref:		

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1 AUTHORITY & APPLICATION

Date of approval	9 th June 2016
Source of approval	General Manager
Start date	9 th June 2016
Related Council Documents	<p>This Policy should be considered in conjunction with the following policies and procedures:</p> <ul style="list-style-type: none"> • <i>George Town Council Employment Policy</i> • <i>George Town Council Work Health & Safety Policy</i> • <i>George Town Council Customer Service Charter</i> • <i>George Town Council Elected Members Code of Conduct Policy</i> • <i>George Town Council Workplace Behaviour Policy</i> • <i>George Town Council Fraud Prevention & Control Policy</i> • <i>George Town Council Grievance Resolution Policy & Procedures</i> • <i>George Town Council Risk Management Policy</i> • <i>George Town Council Gifts & Benefits Policy</i> • <i>George Town Council EBA</i> • <i>George Town Council Fitness for Work (Drugs & Alcohol) Policy</i> • <i>George Town Council Policy Development, Approval and Review Policy</i> • <i>Other relevant policies</i>
Date of review	9 June 2018
Previous policies replaced by this Policy	Code of Practice for Councillors and Staff Policy Number 21
Publication of Policy	Policy to be made available on Council's intranet and in Council's Employee Policy Manual.
Definitions <u>Term</u> Applicable Laws	<u>Meaning</u> <p>All laws in connection with the carrying out of work or the Workplace including:</p> <ul style="list-style-type: none"> • <i>Age Discrimination Act 2004 (Cth)</i> • <i>Anti-Discrimination Act 1998 (TAS)</i> • <i>Australian Human Rights Commission Act 1986 (Cth)</i> • <i>Disability Discrimination Act 1992 (Cth)</i> • <i>Fair Work Act 2009 (Cth)</i> • <i>Local Government Act 1993 (TAS)</i> • <i>Racial Discrimination Act 1975 (Cth)</i> • <i>Sex Discrimination Act 1984 (Cth)</i> • <i>Work Health & Safety Act 2012 (TAS)</i> • <i>Workers Rehabilitation & Compensation Act 1988 (TAS)</i>

Manager/Supervisor	A person at the Workplace who is appointed to a position that has management/supervisory responsibilities for others.
Nominated Council Delegate	General Manager
Other Persons at the Workplace	Any person at the Workplace who is not a Worker including visitors and ratepayers.
Policy	This Code of Conduct Policy.
Worker	<p>A person who carries out work in any capacity for Council, including work as:</p> <ul style="list-style-type: none"> (a) an employee; (b) a contractor or subcontractor; (c) an employee of a contractor or subcontractor; (d) an employee of a labour hire company who has been assigned to work at Council; (e) an outworker; (f) an apprentice or trainee; (g) a student gaining work experience; (h) a volunteer; or (i) a person of a prescribed class, <p>but does not include a councillor as defined under section 3 of the <i>Local Government Act 1993</i> (TAS).</p>
Sensitive Information	<p>Personal information or an opinion relating to personal information about individuals':</p> <ul style="list-style-type: none"> (a) racial or ethnic origin; or (b) political opinions; or (c) membership of a political association; or (d) religious beliefs or affiliations; or (e) philosophical beliefs; or (f) membership of a professional or trade association; or (g) membership of a trade union; or (h) sexual preferences or practices; or (i) criminal record; and (j) health information about an individual.
Workplace	A place where work is carried out for Council.
Amendment	Council retains the sole discretion to reasonably vary, terminate or replace this Policy from time to time.
Interpretation of Policy	(a) The singular includes the plural and vice versa.

	<p>(b) A reference to any legislation includes all delegated legislation made under it and amendments, consolidations, replacements or re-enactments of any of them.</p> <p>(c) A reference to policy or procedure means any approved policies or procedures of Council unless otherwise stated.</p> <p>(d) 'Including' and similar expressions are not words of limitation.</p> <p>(e) A reference to a document (including this document) is to that document as amended, novated or replaced unless otherwise stated.</p> <p>(f) Where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.</p> <p>(g) Examples used in this Policy are for illustrative purposes only and are not intended to be exhaustive.</p> <p>(h) This Policy is not in any way incorporated as part of any enterprise agreement and does not form part of any Employee's contract of employment and any applicable enterprise agreement or contract of employment will prevail over this Policy to the extent of any inconsistency.</p> <p>Questions relating to the interpretation, application or enforcement of this Policy should be directed to a person's Manager/Supervisor.</p>
Reporting of Breaches	<p>Persons covered under paragraph 3 (Coverage) must reasonably report breaches of Infringing Workplace Behaviour to the appropriate Manager/Supervisor (or if not applicable the General Manager or Mayor as applicable) as otherwise required or permitted by Applicable Laws.</p>
Breach of Policy	<p>Persons covered under paragraph 3 (Coverage) who engage in Infringing Workplace Behaviour may (as is appropriate) be subject to appropriate disciplinary action in accordance with Disciplinary Policy and Procedure, removal from the Workplace or termination of services. Infringing Workplace Behaviour may also amount to breaches of Applicable Laws:</p> <p>(a) exposing individuals to legal proceedings; and</p> <p>(b) making Council vicariously liable for the conduct of others.</p>

2 PURPOSE

The aims of this Policy are to:

- (a) ensure that Workers at the Workplace understand their obligations and do not engage in Infringing Workplace Behaviour;
- (b) provide a framework for Workers to make decisions and engage in behaviours that are ethical and appropriate for Council and Workers;
- (c) reflect Council's commitment to the highest standards of honesty and integrity in meeting the needs of Council and the community we serve;
- (d) outline the standards of conduct or behaviour expected at all times relevant to work and responsibilities;
- (e) operate with the Applicable Laws and Related Council Documents; and
- (f) recognise that Workers are ultimately responsible for their own behaviour.

3 COVERAGE

This Policy covers and applies to Workers in relation to:

- (a) behaviour at the Workplace;
- (b) the performance of work for or in connection with Council; and
- (c) conduct outside the Workplace or working hours if the acts or omissions:
 - (i) are likely to cause serious damage to the relationship between Council and a Worker or Other Person at the Workplace; or
 - (ii) are incompatible with a Worker's or Other Person at the Workplace's duty to Council; or
 - (iii) damage or are likely to damage Council's interests or reputation.

4 REQUIREMENTS

- (a) Workers must comply with this Policy.
- (b) If Workers are unsure as to compliance then consider:
 - (i) discussions with other Workers or Managers/Supervisors at the Workplace to get an objective viewpoint;
 - (ii) what you would do if it was your money, time or equipment;
 - (iii) being on the receiving end of your decision or action;

- (iv) whether you could adequately defend your actions to your immediate Manager/Supervisor;
 - (v) the potential consequences of your behaviours or decisions for other Workers, your family, Council's ratepayers and wider community including whether you would feel comfortable with it reported in the media; and
 - (vi) who will benefit? Will it be fair to Council, the parties involved and yourself. If Workers still have doubts about the correct thing to do, refer the matter to the Nominated Council Delegate for advice.
- (c) Managers/Supervisors are required to reasonably promote this Policy within their area of responsibility and take reasonable steps to ensure that any potential breaches of this Policy are identified, taken seriously and acted upon appropriately.

5 GENERAL PRINCIPLES

5.1 Acting with honesty and integrity

Acting with honesty and integrity will maintain the respect and confidence in Council. To demonstrate honesty and integrity Workers will:

- (a) treat Workers and Other Persons at the Workplace with honesty, respect and courtesy;
- (b) not take improper advantage of their positions in order to obtain a benefit for others or themselves;
- (c) report dishonest, unethical, fraudulent or corrupt behaviour or maladministration by Workers or Other Persons at the Workplace;
- (d) not seek or accept any type of unauthorised compensation, fee, commission or gratuity from a third party in connection with the operations of Council;
- (e) not offer or accept a gift that creates an obligation or may be reasonably construed as favouritism, discrimination, collusion or other unacceptable practices;
- (f) not make any bribes, kickbacks, inducements or other illegal payments of any kind for the benefit of any person or party in connection with obtaining orders or favourable treatment or for any other purpose in connection with the operations of Council;
- (g) report in writing to the Nominated Council Delegate with full details of the background any gifts received by Workers; and

- (h) encourage and support good faith reporting of breaches of this Policy without retribution.

5.2 Acting with professionalism

Professionalism is conduct that fosters and preserves reputations as individuals and that of Council. To demonstrate professionalism Workers will:

- (a) not engage in or tolerate Infringing Workplace Behaviour;
- (b) support, and not publicly criticise, decisions of Council;
- (c) not undermine or bring Council's integrity or reputation into disrepute;
- (d) work co-operatively as a team and treat Workers and Other Persons at the Workplace with respect and dignity;
- (e) exercise diligence, best endeavours and sound judgment when carrying out their duties or providing services;
- (f) maintain a professional relationship with third parties when engaged as a Worker;
- (g) provide levels of service that they are competent and authorised to provide;
- (h) not make unauthorised statements or commitments on behalf of the Council.

5.3 Acting in accordance with the law and policies and procedures

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:

- (a) respect and abide by all Applicable Laws, policies and procedures;
- (b) comply with all lawful and reasonable directions from authorised persons;
- (c) only act within their authority;
- (d) protect Council Property, in particular, take care to avoid or minimise the possibility of theft or misuse of Council Property;
- (e) only use Council Property for Council purposes and in accordance with appropriate authorisations;
- (f) not use Council Property for private purposes unless authorised by their Manager/Supervisor; and
- (g) comply with delegations, and other authorisations as directed.

5.4 Declaring and Avoiding Conflicts of Interest

Conflict of Interests can jeopardise confidence in Council. To demonstrate declaration and avoidance Workers will:

- (a) not take on personal business or financial or private interests that compete or conflict with Council's interests;
- (b) inform their Manager/Supervisor as soon as they become aware of possible Conflicts of Interest involving themselves or others and provide all reasonable information about the possible Conflict of Interest and comply with any directions;
- (c) reasonably seek approval before taking up other employment or engagements outside of their position with Council;
- (d) declare any Conflict of Interest that could occur through share-holdings, ownership of real estate or being the trustee or beneficiary of a trust;
- (e) not use or take advantage of any Council Property or information belonging to Council for personal benefit or for the benefit of any other person;
- (f) not engage directly or indirectly in any outside business activity involving commercial contact with Council or work for the benefit of Council commercial customers, suppliers or competitors without the prior written consent of the Nominated Council Delegate; and
- (g) disclose ownership of shares in a listed entity which deals with or competes with Council to the Nominated Council Delegate.

5.5 Respect privacy and do not misuse information

To demonstrate respect for privacy and proper use of information Workers will:

- (a) not disclose Confidential Information to any person or entity without the prior written consent of the Nominated Council Delegate;
- (b) disclose, if required by Applicable Laws, Confidential Information (but not more than is necessary to discharge their legal obligations), to the relevant authority in a manner that is accurate and truthful. Before such disclosures are made, and if permitted by Applicable Laws, Council's Representatives must advise, to the extent permitted by Applicable Law, the Nominated Council Delegate about the pending disclosure;
- (c) not use Confidential Information for the purpose of directly or indirectly obtaining personal gain or another benefit;
- (d) only access Confidential Information for authorised work-related tasks;

- (e) disclose to their Manager/Supervisor situations that may create a Conflict of Interest before a conflict arises, or if one does occur, immediately on becoming aware;
- (f) not encourage others to disclose Confidential Information or Sensitive Information or privileged information;
- (g) ensure the secure collection, storage and disposal of Confidential Information and Sensitive Information regardless of its medium, and
- (h) comply with Applicable Laws regarding declaration of any pecuniary interest they or a close associate of theirs may have regarding any matter in which they provide advice to Council, make a decision or determination or make a recommendation to Council about.

5.6 Strive to be good citizens and achieve community respect

Council is committed to service excellence and aims to maintain public confidence and respect. To demonstrate this commitment Workers will:

- (a) be aware that the choices they make in business activities may impact on other Workers, Other Persons at the Workplace, the community and the environment and must take this into account when making decisions;
- (b) commit to taking reasonable care to avoid acts and omissions that may adversely affect themselves, Workers and Other Persons at the Workplace;
- (c) aim to be socially, financially and environmentally responsible in the use of Council resources;
- (d) work together to achieve Council's goals and vision;
- (e) perform their duties to the best of their ability and ensure work is carried out efficiently and effectively;
- (f) commit to equality and diversity;
- (g) strive to make a positive contribution to Council, Workers and Other Persons at the Workplace, and the community;
- (h) consider the broader impact of their decisions on stakeholders and the community; and
- (i) report any corrupt or fraudulent conduct or any maladministration.

6 ACKNOWLEDGEMENT OF CODE OF CONDUCT POLICY

I have read, understand and agree to comply with this Policy. I understand that a breach of this Policy may subject me to disciplinary action, including termination from my employment and/or civil/criminal proceedings.

I understand that this Policy can be amended at any time and that any amendment will be communicated accordingly.

I confirm that I have had time to read and fully understand this Policy.

Name: _____

(please print name)

Signature: _____

Date: ____/____/____