

04.01.08 Staff Code of Conduct

The Code of Conduct (The Code) outlines the standard of behavior expected of all AGA employees. It is designed to assist staff to understand their responsibilities and obligations and provide guidance on expected behavior in the workplace, or if faced with an ethical dilemma or conflict of interest in their work involving colleagues, participants, clients or the general public.

The Code does not seek to encompass all possible scenarios arising in employment with AGA, however, it provides a set of principles to guide staff on acceptable and unacceptable behavior.

The Code should be read in conjunction with AGA policies, procedures and employment agreements.

SCOPE

This policy applies to all AGA employees, participants, contractors, sub-contractors and volunteers.

LEGISLATIVE CONTEXT

- Commonwealth Human Rights and Equal Opportunity Act 1986
- Equal Opportunity for Women in the Workplace Amendment Act 2012
- AGA's industrial instrument
- Competition and Consumer Act 2010 – Schedule 2 – The Australian Consumer Law

AGA's principles underpin the Code of Conduct.

AGA's values guide how we behave towards our participants, and the wider community. These principles are what we stand for and we will bring these principles to life in everything we do.

This Code of Conduct confirms that commitment and outlines the expectations of all staff members of AGA and is designed to promote a culture of fair, respectful and ethical behavior and to ensure AGA meets its obligations under State and Commonwealth legislation.

The Code will assist AGA safeguard public trust and confidence in the integrity and professionalism of its staff by ensuring that all staff:

- Maintain appropriate standards of conduct and present in a professional manner at all times;
- Exhibit fairness, impartiality, honesty and equity in decision making; and
- Foster and protect the reputation of AGA

Staff at all levels must lead by example in actively promoting and complying with the Code.

All staff are expected to act with integrity, which includes being aware of and acting within the laws that apply to their conduct.

Essentially the Code is a public statement about how AGA expects to be perceived and, ultimately judged. All staff are required to comply with the Code.

Equity, Diversity and Social Inclusion

Staff will be instrumental in creating a work and study environment where all participants are able to be engaged fully, find a sense of belonging, and have opportunity to engage meaningfully with the broader community.

Staff will act to create a fair, respectful, inclusive and safe environment, where diversity is valued and where unlawful discrimination, violence (or threats of violence), bullying, harassment and victimization in any form are considered unacceptable.

Conflict of Interest

The potential for a staff conflict of interest when a staff member has private interests that could influence or appear to influence judgements made during the course of their professional duty. Staff must ensure that there are no real or apparent conflicts of interest in respect of:

- The misuse of influence to further personal, sexual and financial relationships whether with other staff, participants or members of the community;
- Making decisions and providing advice outside your scope; and
- External, private work which would be in direct competition with AGA or compromises AGA in any way;

Gifts, Benefits and Hospitality

Staff have a responsibility to behave with integrity and impartiality. This includes responding appropriately to offers of gifts, benefits and hospitality, including when travelling on AGA business.

Staff must not seek or accept gifts that could be reasonably perceived as influencing them, particularly from people or organisations they are likely to engage with.

Gifts of money and other valuables must not be accepted at any time, if unsure please refer to your Manager or Supervisor.

Gifts that are offered as part of a social, cultural or ceremonial practice may be accepted, however such gifts will remain the property of AGA and not the individual staff member. If the gift could be construed as an inducement to act in a certain way, the staff member should not accept the gift.

Staff must at all times comply with AGA's policies and procedures, in particular the;

- Care & Supervision of Young People Policy
- Code of Practice – Care & Supervision of Young People

Ethical Practice

Staff are expected to apply ethical behaviors and standards in the conduct of their work and in their relationship with stakeholders. Typically they include management, staff, apprentices and trainees, students and those they associate with at other organisations involved in the provision of Group Training services and vocational education and training.

The ethical practices includes:

- Being courteous, honest and providing accurate information and impartial advice by not allowing any personal interests, attitudes or beliefs to interfere with the rights of any individual or the operations of AGA.
- Disseminating clear and accurate information by either personal promotion or marketing strategies and plans to potential and existing Host Employers, apprentices and students about AGA's operations and services.
- Ensuring that all agreements, contracts and term of business are clear, concise and honoured in full, unless terminated or modified by mutual consent.
- Dealing with confidential and/or sensitive information in a responsible manner which does not compromise the image and integrity of AGA or the rights of any individual or organisation.
- Raising concerns or criticism of professional competence or ethical behaviour of an employee or director of AGA in a constructive manner and in accordance with the relevant policy and procedure.

All staff should act in a professional manner at all times and should not take part in any activity that will damage the reputation of AGA.

Staff to adhere to all the requirements of the Skills First Quality Charter – in providing quality education.

I have read and understood my obligations as an AGA's staff member.

Staff Member Name: _____

Date: _____ / _____ / _____

Signature: _____

Approved by: Anthony Magnuson Executive General Manager

Created / **Updated** / Reviewed: Aug 2019

Version: 2.0

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