



## Workplace Code of Conduct

<b>Policy Name:</b>	Workplace Code of Conduct
<b>Policy Number:</b>	
<b>Owner:</b>	SLSA Human Resources Department
<b>Applies to:</b>	Surf Life Saving Australia and Surf Life Saving Foundation Staff
<b>Issued:</b>	24 July 2014
<b>Version:</b>	Version 1
<b>Review Date:</b>	July 2015
<b>Approved by:</b>	Greg Nance, SLSA Chief Executive Officer

### Purpose

The Workplace Code of Conduct sets out the minimum standards of behaviour in relation to:

- Our values and workplace principles
- how you perform your daily duties including your behaviour towards other people and ensuring the workplace is free from harassment, bullying and discrimination

The organisation expects all Staff within the workplace to observe and adhere to the standards set out in this Code of Conduct. Compliance with this Code is expected and non-compliance may result in disciplinary action.

### Scope

This policy applies to all persons in the workplace and includes employees, contractors and consultants completing work on behalf of the organisation (**Staff**).

### Our Values

We exist *"to save lives, create great Australians and build better communities"* and in all our operations, behaviours and relationships;

#### We inspire confidence by our actions

- By doing what we say we are going to do
- By using expertise to make informed decisions
- By being ethical and accountable for our organisations future sustainability

#### We are driven to achieve results

- By being passionate about what we do
- By knowing we are making a difference
- By exceeding expectations through progressive thinking

#### We invest in our people

- By empowering us to realise our potential
- By providing a supportive and positive environment
- By acknowledging achievements

#### We are stronger together

- By being considerate of and encouraging others
- By communicating to the right people at the right time in the right way
- By uniting to achieve our common goal

#### We commit to:

- working diligently in the organisations interests and give the organisation full benefit of our knowledge, ingenuity, experience, skill, competence and training;
- serving the organisation faithfully;
- using all reasonable efforts to promote the organisation's interests;
- acting in the organisation's best interests;
- acting in accordance with the highest professional and ethical standards;
- complying with all lawful and reasonable directions from the organisation; and



- reporting immediately to the organisation any misconduct or breaches (or suspected breaches) of the organisations policies, procedures or codes of conduct by ourselves or other Staff members.

### General code of conduct

When carrying out your duties, you will:

- respect the dignity, rights and views of others,
- adhere to the policies and procedures of the organisation, state and federal awards, standards and legislation.
- respect the right to privacy and confidentiality of personal information of individuals
- maintain during employment or engagement with the organisation and after the termination of employment or engagement, the confidentiality of any information, records or other materials acquired during your employment or engagement with the organisation.
- not disclose or misuse the organisation's information or documents acquired through your work for personal or commercial gain for yourself or another;
- not harass or discriminate against any other person on the basis of age, gender, sexual orientation, colour, race, religion or disability or for any other prohibited reason,
- not bully any other person
- be honest and fair in dealings with all stakeholders.
- contribute to a safe, supportive and productive work environment
- observe health and safety policies and obligations, and co-operate with all procedures and initiatives taken by the organisation in the interests of work health and safety.
- speak and act in a way that will not harm or offend others,
- intervene when another person behaves inappropriately,
- be punctual and meet deadlines,
- lead by example,
- dress in an appropriate manner and ensure that your appearance is presentable, clean, neat and tidy.
- exercise complete probity, honesty and diligence in carrying out their duties and responsibilities, and not knowingly be party to any illegal or unethical activity.
- not possess, consume or work under the influence of illegal drugs whilst fulfilling work responsibilities for the organisation
- not work under the influence of alcohol whilst fulfilling work responsibilities for the organisation.
- not engage in fraud or corruption and report any fraudulent or corrupt behaviour;
- use the organisations resources diligently, efficiently and in an accountable manner. This includes but is not limited to funds available for expenditure, office facilities and equipment, vehicles, cab charge vouchers, corporate credit cards
- ensure personal interests do not conflict with the interests of the organisation or impact on your ability to perform your duties
- not engage in behaviours and actions that may bring the organisation into disrepute.
- not make any unauthorised statements to the media about any aspects of the organisation.
- not communicate inappropriate, false or malicious comments or material about the organisation or people within the organisation. This includes but is not limited to social networking sites, emails and text messages.

### Acknowledgement

*I acknowledge:*

- *Receiving the Workplace code of conduct;*
- *That I will comply with the Workplace code of conduct; and*
- *That there may be disciplinary consequences if I fail to comply with the Workplace code of conduct up to and including summary termination of my employment or engagement.*

Name	Signature	Date