

Brighton Pacific - Code of Conduct

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Brighton Pacific - Code of Conduct

Introduction

The purpose of the Brighton Pacific – Code of Conduct (**Code of Conduct**) is to provide you with a clear understanding of the standard of behaviour required of you when performing work for Brighton Pacific or other trading or related entities, including Australia Institute of Business and Technology International and Australia Institute of Business and Technology Asia (**organisation**).

The Code of Conduct applies to all employees of the organisation, whether permanent, temporary, part-time or casual, volunteers, placement students, interns, agents, contractors, consultants or anyone who works in any other capacity for the organisation (**workers**).

The Code of Conduct applies, at all times, in any country or jurisdiction when you are performing work for the organisation including when you are representing the organisation at conferences, training events, on business trips, or attending work related events, including work social events.

Given the diverse range of activities that workers are involved in on a day-to-day basis, the Code of Conduct does not attempt to provide a detailed or exhaustive list of what to do in every aspect of your work. Instead, it represents a broad framework for ethical behaviour and appropriate workplace conduct.

The Code of Conduct places an obligation on all of us to take responsibility for our own actions, including the decisions we make and the way we conduct ourselves. It also provides the basis for disciplinary action for workers who don't meet their behavioural obligations and fail to maintain a high level of integrity and professionalism when performing work for the organisation.

We are all responsible for implementing and adhering to the Code of Conduct, building a positive work culture and ensuring that our behaviour reflects the standards of conduct as outlined in the Code of Conduct.

Managers/supervisors have a special responsibility to assist in implementing the Code of Conduct and support workers adhering to the Code of Conduct, by:

- leading by example
- assisting workers to understand the Code of Conduct
- pro-actively managing the work performance and personal conduct of workers who fall under their management
- taking prompt and appropriate action to address cases of unacceptable work performance or inappropriate workplace conduct

You have an obligation to familiarise yourself with and adhere to, the Code of Conduct, including the policies and values of the organisation, relevant legislation and all other related documents.

If you have any doubt about the intended meaning of the Code of Conduct, you should seek advice from Human Resources.

Our Organisational Values

1. Act with Integrity
2. Respect for Others
3. Commitment to Diversity
4. Excellence in Education
5. Lead by Example

Standards of Behaviour

1. Showing respect for the dignity, rights and views of others

You are required to treat all workers, students, clients and customers with courtesy and respect, be appropriate in your relationships with them, and recognise that others have the right to hold views which may differ from yours.

This means:

- treating all people with respect, courtesy, and honesty, even though you may not agree with their opinion or views
- respecting others, including their different values, beliefs, cultures, languages and religions
- maintaining professional relationships with workers, students, clients and customers that do not cross professional boundaries
- ensuring that your relationships with workers, students, clients and customers are professional and respectful of their rights and dignity
- treating others fairly and equitably when making decisions, taking actions and treating others without favouritism
- responding to workers, students, clients and customers in a helpful, courteous and timely manner
- ensuring that students, are made aware of their rights and entitlements and are not misled or provided with inaccurate or out of date information
- avoiding offensive, abusive and discriminatory language and behaviour, workplace harassment, bullying and other forms of intimidation
- acting ethically towards other workers by not undermining or interfering with existing business or agency relationships, ignoring territory alignments or using dishonest tactics such as providing covert payments or benefits to another worker or student to obtain the business of that worker or student

You are to remain respectful and impartial of other people's views and opinion and not allow your personal beliefs to influence your judgments and decisions on matters relating to your work.

2. Workplace bullying

You will not discriminate against, harass (including sexually harass), bully or mistreat workers, students, clients or customers.

Workplace bullying is defined as *repeated and unreasonable behaviour* directed towards a worker or a group of workers that *creates a risk to health and safety*.

- repeated behaviour refers to the persistent nature of the behaviour and can involve a range of behaviours over time
- unreasonable behaviour means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening

- a single incident of unreasonable behaviour is not considered to be workplace bullying, however it may have the potential to escalate and should not be ignored
- if workplace bullying behaviour involves violence, for example physical assault or the threat of physical assault, it should be reported to the police
- reasonable management action taken in a reasonable way is not considered to be workplace bullying. It is reasonable for managers and supervisors to direct and control the way work is carried out and to allocate work and give feedback on a worker's performance. These actions are not considered to be workplace bullying if they are carried out lawfully and in a reasonable manner, taking the particular circumstances into account

Examples of bullying

- abusive, insulting or offensive language or comments unjustified criticism or complaints
- deliberately excluding someone from workplace activities
- withholding information that is vital for effective work performance
- setting unreasonable timelines or constantly changing deadlines
- setting tasks that are unreasonably below or beyond a worker's skill level
- denying access to information, supervision, consultation or resources to the detriment of the worker
- spreading misinformation or malicious rumours
- changing work arrangements such as rosters and leave to deliberately inconvenience a particular worker or workers

For more information on Workplace Bullying please access the Brighton Pacific - *Workplace Bullying and Harassment Policy*.

Discrimination and sexual harassment

Unreasonable behaviour may involve discrimination or sexual harassment which in isolation is not considered to be bullying.

Discrimination occurs when someone is treated less favourably than others because they have a particular attribute or belong to a particular group of people. It is unlawful to directly or indirectly discriminate against someone on the basis of the following attributes:

- gender
- relationship status
- pregnancy
- parental status
- breastfeeding
- age
- race
- impairment
- religious belief or religious activity
- political belief or activity;
- trade union activity
- lawful sexual activity
- gender identity
- sexuality

- family responsibilities
- association with, or relation to, a person identified on the basis of any of the above attributes

Sexual harassment is associated with unwelcome sexual advances, requests for sexual favours or other unwelcome conduct of a sexual nature. It occurs when a reasonable person would expect that a person would feel offended, humiliated or intimidated by the conduct. Sexual harassment doesn't have to be deliberate or repeated to be illegal. Some sexual harassment, such as sexual assault, indecent exposure and stalking is also a criminal offence.

Examples of sexual harassment

- unsolicited acts of physical intimacy e.g. touching, brushing against someone etc
- making sexually suggestive comments about a person's physical appearance
- asking intrusive questions about a person's private life or physical appearance
- inappropriate jokes or comments of a sexual nature
- sending sexually explicit text messages, images, phone calls or emails
- explicit posters, pictures, websites and screen savers

It is possible for a person to be bullied, sexually harassed and discriminated against at the same time.

Workplace conflict

Differences of opinion and disagreements are generally not considered to be workplace bullying. People can have differences and disagreements in the workplace without engaging in repeated, unreasonable behaviour that creates a risk to health and safety. However, in some cases conflict that is not managed may escalate to the point where it meets the definition of workplace bullying.

3. Safety, health and wellbeing

Under the relevant work health and safety legislation in your State, Territory or jurisdiction, you have an obligation to:

- take all reasonable steps to ensure the safety, health and welfare of yourself, other workers, students, clients and customers when performing your work
- report any workplace injury, illness, incident or risk to other workers, students, clients or customers to your supervisor or manager, or workplace health and safety officer
- familiarise yourself with the workplace health and safety obligations that are applicable to your work role and environment
- consider that the obligations above also include work related activities, conferences and business trips

4. Violent and aggressive behaviour

The organisation has a zero tolerance for any form of aggressive (including verbal aggression), threatening, violent or abusive behaviour towards workers, students, clients and customers. You are not required to tolerate unacceptable behaviour and have the right to work in a safe and healthy work environment. Violent or aggressive behaviour should never be tolerated "as part of the job".

If you believe that you or anyone else's personal safety is at risk, you are entitled to discontinue your dealings with the person immediately and notify your supervisor or manager. You are required to report incidents of violent or aggressive behaviour. Managers are to investigate any incidents with a view to preventing or minimising the aggression and violence in the future.

5. Procedural fairness

Procedural fairness (or natural justice) is considered fundamental to decision-making. It is concerned with ensuring that a fair decision is reached by a decision maker. You should also ensure that when making decisions that affect workers, students, clients or customers that you are able to justify the decision by considering all of the facts and relevant information, before making your decision

In making your decision, you should:

- ensure that you do not have a direct or personal interest in the outcome of the decision (if you do, advise your manager/supervisor so that someone else can be appointed the task of making the decision)
- provide an opportunity for the parties to put their case to the decision maker, whether it is an oral hearing or otherwise
- hear all parties and consider all arguments and competing interests
- act fairly and without bias
- inform the parties affected of relevant factors prior to the decision or action being taken
- if the matter is formal, be able to provide a statement of reasons for the decision
- in notifying a decision, inform the worker, student, client or customer of any rights of appeal or action that can be taken

6. Manager/Supervisor behaviour

If you manage or supervise other workers, you have a responsibility to:

- lead by example
- make fair, transparent and consistent decisions
- encourage teamwork
- treat all workers fairly, equitably, with consistency and respect, avoiding bias or favouritism
- address inappropriate behaviour promptly to avoid its escalation
- promote a culture of honesty, openness and direct face-to-face communication with all workers
- provide equitable opportunity and support for workers to improve their skills and performance
- ensure workers understand their performance standards and expectations and that their performance is objectively assessed against these standards
- provide clear and constructive feedback to workers and welcome workers' feedback
- take workers concerns seriously and where necessary act without delay
- identify and resolve workplace conflict at the earliest possible opportunity

- ensure that all workers under your direct supervision are made aware of their responsibilities under the Code of Conduct and any policies relevant to their duties
- ensure that the demands placed on workers are reasonable in the circumstances (e.g. workers have sufficient resources, assistance and/or skills to perform the work, and are given appropriate support)
- monitor your own performance as a manager or supervisor to ensure you are making a positive contribution to the organisation and the work environment

7. Confidentiality of information

You acknowledge that in the ordinary course of your work with the organisation, you will be exposed to and learn information about the organisation and about workers, students, clients and customers all of which is confidential and commercially sensitive, information which is not readily available to others and who are in competition with us, information which is not generally available to the general public which, if disclosed, may result in damage being done to our business.

You must keep secret and not at any time either whilst working for the organisation or after you stop working for the organisation, for whatever reason, use, communicate or reveal to any other person for your own or for anyone else's benefit any information which is confidential to the organisation and the business of our workers, students, clients and customers, which may have come to your knowledge whilst working for the organisation.

By way of illustration, information which the organisation regards as confidential is any information which concerns and/or relates to:

- our workers, students, clients and customers and details of their particular requirements and their business
- our suppliers and information relating to their business and the nature of our relationship with those supplier
- costings, profit margins and any other financial information relating to the organisation
- teaching materials, assessment processes and documents, course information, including but not limited to specific teaching processes of our business, that may not be known to other competitors
- marketing strategies and tactics
- current activities and our current or future business plans, including the timing of those plans.

8. Conflicts of interest

You have an obligation to avoid any conduct or activity, which may be classed as a conflict of interest with the role you perform for the organisation.

A conflict of interest can compromise (actual conflict), or appear to compromise (perceived conflict), impartial and objective decision-making between your role with the organisation and a private interest.

You are required to report any actual or perceived conflict of interest to your manager or supervisor without delay, so it can be assessed. A failure to do so may result in disciplinary action.

To identify whether a situation involves an actual, or perceived conflict between your role with the organisation and a private interest, ask yourself:

- could I or my family or friend/s benefit or appear to benefit directly or indirectly from this situation?
- is my action, decision or recommendation one that a fair and reasonable person in a similar situation might make?
- would a reasonable person consider that I was able to use my knowledge, access to resources, or influence to gain a benefit?

If you have a private interest which could influence or interfere or appear to influence or interfere with you carrying out your role in the organisation, you are required to:

- disclose the relevant information relating to the actual or perceived conflict, in writing to the Manager, Human Capital
- cease the conduct or activity that may be classed as an actual or perceived conflict, until a decision is made by the Manager, Human Capital

If you are uncertain about whether the situation represents a conflict of interest, you should approach your manager or supervisor for assistance, in the first instance.

9. Secondary employment

You are not to engage in secondary employment whilst performing work for the organisation (primary employment), which may give rise to an actual or perceived conflict of interest. This is particularly the case when the work associated with the secondary employment is similar to the work you perform for the organisation in your primary employment.

Depending on the circumstances, your ability to perform your duties efficiently and the organisation's credibility or integrity may be adversely affected.

Secondary employment, includes paid employment, operating your own business, contractor or consultancy services, part-time partnership and directorships.

Generally, if you are employed as a teacher/trainer with the organisation in your primary employment you will have a conflict of interest by working as a teacher/trainer for another RTO or education provider in secondary employment.

Even if the secondary employment is vastly different to the primary employment, the undertaking of secondary employment may have an impact on your ability to safely perform your primary employment, where it may impact on your health and wellbeing in relation to fatigue.

If you wish to engage in secondary employment, you are first required to:

- disclose the relevant information relating to the secondary employment, in writing to the Manager, Human Capital
- not commence the secondary employment, until a decision is made by the Manager, Human Capital
- have written approval by the organisation.

10. Gifts and benefits

You are not to directly or indirectly ask for, or encourage the giving of, any benefit or gift (monetary or otherwise) in connection with the performance of your role with the organisation.

You are not to accept benefits which may give rise to actual or perceived conflict of interest or that are likely to impact on the impartiality or integrity of your role with the organisation.

If an offer of a benefit is made to you, and you consider that the circumstances involve an attempt to gain favoured treatment, regardless of whether you accepted or rejected the offer, you are to report this to your manager or supervisor.

You are not to directly or indirectly offer, or encourage the giving of, any benefit or gift (monetary or otherwise) to any person to gain a favour or financial advantage over other workers.

11. Use of information and communication technology (ICT) systems and devices

You are required to use all ICT systems and devices appropriately and for the purposes that they are intended to be used for in relation to your role in the organisation.

ICT systems and devices include telephone, scanner, photocopier, facsimile, computer, internet, intranet, email, etc.

Networks and their connections to the internet represent a potential risk to the integrity of the organisation and the security of its computer systems. For example, unauthorised access to and use of confidential information can cause substantial risk or damage to the reputation of the organisation and expose it to costly litigation. In addition, unauthorised access and use of information can expose the organisation to commercial and business risks.

The following principles apply to the use of communication and information networks and devices within the organisation:

- communication and information devices are provided for official work purposes only
- you may use these communication and information devices for limited personal use, so long as it does not interfere with the ethical and efficient discharge of your work duties
- you may only transmit information via communication and information networks and devices if you are authorised to do so and in accordance with your work duties
- you are not to share your password/s with another person, share another person's password/s, or record password/s where they may be found by others
- the organisation will not tolerate communication and information systems or devices being used for accessing, creating, sending, receiving, and/or copying inappropriate material. "Inappropriate material" includes chain letters, indecent, obscene and pornographic material, discriminatory or defamatory material, and/or other potentially offensive material. Nor will it tolerate images and text that are considered inappropriate in the workplace and that could be seen as discrimination or harassment under the applicable legislation or the Code of Conduct
- inappropriate use of information ICT systems and devices will result in disciplinary action being taken against you

If you have been allocated an ICT device by the organisation for use, as part of your role, such as a mobile telephone or laptop, it is your responsibility to properly care for and secure the ICT device when in your control and custody, in particular, when taking or using the ICT device outside of the workplace. This includes making sure that the ICT device is appropriately stored and secured, to avoid the devices from being dropped, damaged, lost or stolen.

You should not allow other persons to access or use your allocated ICT devices, including family members or friends, as you will be responsible for any misuse of or damage to these devices, resulting from the use by a third party.

12. Social media

You are required to use social media in a responsible and respectful manner, which does not impact adversely on you, workers, students, clients, customers or the reputation of the organisation. You must:

- ensure your communications and conduct do not interfere with your work duties
- understand your obligations under the organisation's policies including the social media policy, bullying and harassment policy and the Code of Conduct
- understand the impacts and recognise that the public, including competitors, may have visibility of your conduct and communications online
- recognise that inappropriate communications online may be classed as a criminal offence or defamatory
- not post material that is, or might be construed as, inappropriate or improper that reflects seriously and adversely on the organisation
- disclose on social media any confidential or personal information obtained in your work capacity as a worker of the organisation

Inappropriate or improper use of social media not only has the potential to impact on your relationships with other workers, students, clients and customers, it also has the potential to impact on the reputation of the organisation, which in turn may lead to disciplinary action being taken against you.

13. Vexatious and false complaints

You have a right to make a comment or raise a concern about a matter, however this must be done in a respectful, reasonable and constructive manner. If you wish to lodge a grievance or make complaint, then you are to follow the grievance/complaint procedure.

You must not knowingly or carelessly make false or misleading statements/allegations concerning the conduct of workers, students, clients or customers of the organisation. Complaints, if found to be vexatious and or knowingly false or misleading, will result in the disciplinary process being initiated.

14. Knowing the policies/legislation that applies to your work

You have an obligation to have a good working knowledge and understanding of the relevant legislation, policies and procedures that apply to your role in the organisation, including the Code of Conduct.

Managers and supervisors have an obligation to ensure that workers under their direction and supervision have access to the relevant legislation, policies and procedures, and that new workers have adequate induction and knowledge of the legislation, policies and procedures to enable them to perform their role.

15. Lawful and unlawful official instructions/decisions

You have an obligation to comply with all lawful and reasonable instructions, directions and decisions related to your work. You have the right to question a direction or decision if it appears to be unlawful or unreasonable.

You should be aware that if you disobey or fail to comply with a lawful and reasonable direction given to you in relation to your work, it may lead to disciplinary action.

Anyone giving instructions, directions or making decisions should ensure that they are lawful and consistent with the organisation's policies and the Code of Conduct.

16. Diligence, care and attention

You have an obligation to perform your work duties to the best of your ability. This includes:

- performing your duties to the best of your ability with care, competence and efficiency and in a manner, which reflects the values of the organisation
- giving priority to your work duties over personal activities, while at work
- applying your knowledge and skills to the best of your ability in performing your work duties
- helping the organisation to continuously improve its organisational systems and practices
- being familiar with and following all the legislation, standards, policies and procedures that are relevant to the performance of your role
- making all reasonable efforts to provide high standards of service to students, clients and customers by exercising due care, particularly ensuring that all information provided, and statements made are accurate, up to date and are not misleading
- exercising your obligations in relation to the health and safety of yourself and others
- taking responsibility for any actions or decisions for which you are accountable, and being open and up front about reporting mistakes
- not allowing your own conduct to distract or prevent other workers from performing their duties diligently

If you are responsible for managing or supervising others, you have an obligation to ensure that:

- your work and the work of workers for whom you are responsible is consistent with the organisation's values
- the work performance of workers for whom you are responsible is monitored and that
- workers for whom you are responsible are given opportunities to develop and maintain the knowledge and skills required to perform their work duties competently
- appropriate action is taken where breaches of the Code of Conduct or other organisational policies have occurred

- you establish an open, honest, trusting environment to encourage high morale and work satisfaction

17. Acting professionally

You have an obligation to act professionally and in accordance with the Code of Conduct and the responsibilities and work duties of your role with the organisation. This includes:

- maintaining where it is a requirement of your role, registration and providing evidence of it on an annual basis or when asked to do so
- informing your manager immediately if there are any changes or restrictions placed on your professional registration or practice
- avoiding situations where your behaviour could impact on the reputation of the organisation, on other workers or your role
- keeping your appearance and presentation clean, tidy and dressing appropriately and professionally in line with your role and organisational standards and requirements

18. Leave and attendance

Leave should only be taken for the purposes for which it is intended. If you need to take leave for personal reasons, speak to your manager or supervisor about the leave options available.

If you intend to be absent from work, due to ill health or other personal reasons, you are required to notify your manager or supervisor by telephone before 9.00am on the day of your intended absence, so that alternative arrangements can be made by your manager or supervisor regarding your work duties.

A medical certificate must be produced for absences of more than two (2) days (in cases of ill health) but can be requested by your manager for shorter periods if:

- you are subject to a process for monitoring performance or conduct
- a pattern (two (2) or more occasions) of taking sick leave on a Friday or Monday or the day before or after a public holiday

If you intend to take recreational or other personal leave, you should advise your manager and follow the organisation's leave application process.

You are required to adhere to organisational arrangements regarding the taking of leave, and attendance at work (e.g. not being absent from work without authority, accurate recording of your leave periods).

19. Flexible work arrangements/working from home

The organisation supports flexible work arrangements (FWA) to enable workers to effectively manage their work, lifestyle choices and family commitments. To manage workers who are entitled to access a FWA in accordance with an industrial Award or legislation, are required to follow the procedure outlined in the *Flexible Work Arrangements Policy and Procedure*.

All requests for a FWA will be considered by the organisation on a case by case basis and assessed in accordance with the role of the individual worker within the organisation, as well as the operational business requirements of the organisation.

Do not assume that:

- your application for a FWA will be automatically approved by the organisation, therefore, you should not make pre-determined personal or family arrangements or commitments before the FWA is approved
- because one worker's application for a FWA has been approved or rejected by the organisation does not mean that your application will be approved or rejected
- an FWA is a permanent arrangement, as the organisation may re-assess your FWA every six (6) months and in certain circumstances may provide you with the relevant notice to terminate the FWA

If your request for an FWA involves you working from home, as part of the approval process and to comply with its work health and safety requirements, the organisation may:

- require you to complete a work health and safety audit checklist on the area of your home, in which you intend to perform the work
- engage an independent contractor to undertake a work health and safety audit on the area of your home, in which you intend to perform the work
- require you to work specific hours of the day (i.e. between 9.00 am and 5.00 pm)

If you wish to work from home on an ad hoc basis (no FWA in place), you are first required to:

- obtain written prior approval from your manager (this can be by email)
- if your manager is unavailable, then the approval is to be obtained from the Manager, Human Capital

If the requirement to work from home is urgent, you are to notify your manager or the Manager, Human Capital, by telephone or email, as soon as practical and provide an explanation for the need to work from home, rather than taking other personal leave.

You are to be aware that working from home is not a substitute for child care and if the organisation approves a FWA or you seek to work from home on an ad hoc basis, you must not be caring for children at the same time you are required to perform work for the organisation. If your child is unwell and you are required to care for them, you are to apply for personal leave.

20. Use of alcohol and other drugs

You have an obligation to ensure that the personal use of alcohol, drugs, prescription medication or other substances does not adversely affect the work performance and safety of yourself and others, or the reputation of the organisation.

Alcohol may not be consumed at work, including social activities, without authorisation from your manager or supervisor.

Abuse of alcohol and drugs which impacts on your work attendance and or performance may provide grounds for performance assessment and management.

If you are concerned that the medication you are taking, as part of your treatment for an illness or injury, may affect your work performance, alert your manager as alternative duties may need to be considered for the duration of the course of your treatment.

If you are a manager, you will need to consider the options available for assisting workers who are required to take legally prescribed drugs and whose level of performance has been or may be impaired.

If you are affected by alcohol or illicit drugs and are involved in a workplace incident, including engaging in unlawful conduct towards other persons, or motor vehicle accident, you are likely to be held personally liable for any injury or damage caused, either to property, another person or the organisation.

21. Self-Development

You have an obligation to develop your knowledge and skills, and to keep up-to-date with the latest changes related to your work duties, including new or amended legislation, standards, policies and procedures. To achieve this, you are to take reasonable steps to identify and acquire the latest relevant information and knowledge. If you wish to apply for development opportunities relevant to your role, you should discuss this with your manager.

22. Travel

From time to time you may be required to travel for work related purposes. In these circumstances and before you book the travel arrangements, you must consider the following:

- is it necessary to travel to undertake the work-related activity, or can I use another means to achieve the activity? i.e. skype, video or telephone conference
- have you discussed the requirement to travel, with your manager?
- have you obtained written approval to undertake the travel from your manager, or if your manager is not available, the Manager, Human Capital?
- have you provided the written approval when booking the travel?
- have you considered the costs of travel and chosen appropriate travel and/or accommodation? Are these costs reasonable, in the circumstances?

23. Working with children and young people

As part of your role in the organisation, you may be required to engage with children and young people (under 18 years of age). This may include pre or post student enrolment, teaching and assessment, student support services and attending student social activities such as camps, movies or get togethers.

The organisation aims to be a child-safe organisation and create an environment where everyone feels safe, respected and valued.

The organisation supports the rights of young people and that a safe and caring learning environment for these young people is maintained at all times.

The organisation also supports the rights and wellbeing of its workers and encourages their participation in maintaining a secure and safe environment for all.

In accordance with the Code of Conduct and the organisation's values, you will:

- comply with the working with children guidelines and all relevant local, state and national laws pertaining to working with children and young people
- where required, obtain and hold a current working with children clearance
- be respectful of young people's rights, background, culture, religion and beliefs

- set clear boundaries about appropriate behaviour when dealing with young people within and outside of the organisation
- report any inappropriate actions or conduct towards or by a young person
- immediately report to the Manager, Human Capital, where a young person discloses to you any harm or a suspicion of harm, including allegations of bullying, harassment, intimidation or discrimination

In relation to a young person, you must not:

- become involved in any inappropriate conversations, including conversations of a sexual nature
- make sexually suggestive comments or expose a young person to sexually explicit content or the sexual behaviour of others
- initiate or receive unnecessary physical contact from a young person
- personally correspond (including letter, email, mobile phone, Facebook or other social media forum) with a young person in respect to personal feelings for a young person
- carry on a personal relationship with a young person, including socialising with them outside of your role with the organisation
- spend inappropriate amounts of time with them or show them special favours

Certain conduct towards children or a young person may be classed as a criminal offence.

Where a worker does not comply with the Code of Conduct in relation to working with children or young people, they may be subject to disciplinary action.

24. Finances

If you are required to make decisions involving the financial resources of the organisation, you should ensure that you do so within the scope of your authority and that the financial resources are used for legitimate activities only.

If you are unsure about the legitimacy of expenditure on specific services or equipment, you should first seek approval from your manager or the Finance Department.

Workers must not expend funds of the organisation without first obtaining appropriate authority to do so.

Further information

If after reading this Code of Conduct you are still unsure of how it applies to you, it is important that you discuss this with your manager in the first instance. If you have concerns about approaching your manager, you should speak to the Manager, Human Capital.