



Glamorgan Spring Bay Council

Employee Code of Conduct

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1 Introduction

1.1 Purpose

The aims of this Policy are to:

- (a) ensure that Workers and Other Persons 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 in conjunction with the Applicable Laws and policies; and
- (f) confirm that Workers are ultimately responsible for their own behaviour.

1.2 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.

1.3 Definitions

Applicable Laws	All laws in connection with the carrying out of work or the Workplace including: <ul style="list-style-type: none">• Age Discrimination Act 2004 (Cth)• Anti-Discrimination Act 1998 (TAS)• Australian Human Rights Commission Act 1986 (Cth)• Disability Discrimination Act 1992 (Cth)• Fair Work Act 2009 (Cth)• Local Government Act 1993 (TAS)• Racial Discrimination Act 1975 (Cth)• Sex Discrimination Act 1984 (Cth)• Work Health & Safety Act 2012 (TAS)• Workers Rehabilitation & Compensation Act 1988 (TAS)
Confidential Information	Any information, with the exception of information in the public domain other than as a result of a breach by the Worker disclosed, or communicated to the Worker by, or on behalf of, Council that; <ul style="list-style-type: none">(a) is marked or designated as ‘Confidential’;(b) would at law be considered secret or ‘confidential’ information of Council;

	<p>(c) that the Worker might reasonably expect Council to regard as confidential: or</p> <p>(d) which comes into the Worker's possession, or is learnt, accessed or generated by the Worker, in the course of the Worker's employment or engagement, whether or not the information was originally supplied by the Council; and</p> <p>(i) relates to Council dealings, customer or client lists, financial position and arrangements, funding, transaction, general affairs, contracts entered into, program planning and consultant's advice, promotional information, planning information, equipment and techniques used or any of the above matters for Council's business;</p> <p>(ii) without limiting the generality of the above relates to internal Council management, the structure of Council, information about Workers, Policies, marketing programs, strategies, plans, investments or aspects of its future operations; or relates to internal Council management, the structure of the business of Council, Council personnel, marketing programs, strategies, plans, investments or aspects of its future operations.</p>
Conflict of Interest	<p>An actual, potential or perceived conflict between duties or work or services provided to Council and private interests of a Worker, in which the Worker has private interests which could improperly influence the performance of work, duties or services provided to Council by that Worker.</p> <p>Without limiting the generality of the above, includes any 'interests' identified in the <i>Local Government Act 1993</i> (TAS).</p>
Council	Glamorgan Spring Bay Council
Council Property	Any real or tangible property (e.g. cash, motor vehicles, plant and equipment); and any intangible property (e.g. intellectual property and goodwill) owned by Council or in Council's possession or control.
Councillor	An elected member of Council known as a Councillor or Alderman or otherwise meeting the definition of a 'councillor' as defined under section 3 of the <i>Local Government Act 1993</i> (TAS).
Employee	A person who carries out work for Council as an employee of Council.
General Manager	The General Manager of Council as appointed under section 61 of the <i>Local Government Act 1993</i> (TAS).
Infringing Workplace Behaviour	Any act or omission, which amounts to a breach of any Council policy, contractual obligation or misconduct at common law.
Manager/Supervisor	A person at 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 including the 'Authority and Application'.
Worker	<p>A person who carries out work in any capacity for Council, including work as:</p> <p>(a) an employee;</p> <p>(b) a contractor or subcontractor;</p> <p>(c) an employee of a contractor or subcontractor;</p>

	<ul style="list-style-type: none"> (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) Councillor.
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. Council will consult before amendments are made and will notify and train those the amendments apply to.
Interpretation of Policy	<ul style="list-style-type: none"> (a) The singular includes the plural and vice versa. (b) A reference to any legislation includes all delegated legislation made under it and amendments, consolidations, replacements or re-enactments of any of them. (c) A reference to policy or procedure means any approved policies or procedures of Council unless otherwise stated. (d) ‘Including’ and similar expressions are not words of limitation. (e) A reference to a document (including this document) is to that document as amended, novated or replaced unless otherwise stated. (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. (g) Examples used in this Policy are for illustrative purposes only and are not intended to be exhaustive. (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>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 1.2 (Covergae) must reasonably report breaches of Infringing Workplace Behaviour as follows:</p> <p>For breaches by</p> <ul style="list-style-type: none"> (a) an Employee (other than the General Manager) the report must go to the reporting person's applicable Manager/Supervisor; and/or (b) the General Manager the report must go to the Mayor (or if unavailable to the next appropriately delegated Councillor) and as otherwise required or permitted by Applicable Laws.

Breach of Policy	Persons covered under paragraph 1.2 (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: (a) exposing individuals to legal proceedings; and (b) making Council vicariously liable for the conduct of others.
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1.4 Requirements

- (a) Employees must comply with this Policy.
- (b) If Employees 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 your colleagues, family, customers 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

1.5 Related Policies and Legislation

This policy relates to and depends on other Council policies, as well as legislation, including:

- Age Discrimination Act 2004 (Cth)
- Anti-Discrimination Act 1998 (TAS)
- Australian Human Rights Commission Act 1986 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Fair Work Act 2009 (Cth)
- Local Government Act 1993 (TAS)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Work Health & Safety Act 2012 (TAS)
- Workers Rehabilitation & Compensation Act 1988 (TAS)

1.6 Policy Review and Update Cycle

This policy is to be reviewed every four years, or as required.

2 General Principles

2.1 Acting with honesty and integrity

Acting with honesty and integrity will maintain the respect and confidence in Council. Employees 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 behaviour by Workers or Other Persons at the Workplace;
- (d) not seek or accept any type of unauthorised compensation, fee/payment (ie monetary or non-monetary), commission or gratuity from a third party in connection with the operations of Council;
- (e) not offer or accept any gift, hospitality, or other financial/ non-financial benefit without the prior written approval of the Nominated Council Delegate;
- (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 any gifts, hospitality, or other financial/ non-financial benefit received by Employees; and
- (h) encourage and support good faith reporting of breaches of this Policy without retribution.

2.2 Acting with professionalism

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

- (a) not engage in or tolerate Infringing Workplace Behaviour;
- (b) with the exception of comments made not in contravention of the FairWork Act 2009 (Cth) support, and not publicly criticise, decisions of Council; not undermine or bring Council's integrity or reputation into disrepute;
- (c) work co-operatively as a team and treat Workers and Other Persons at the Workplace with respect and dignity;
- (d) exercise diligence, best endeavours and sound judgment when carrying out their duties or providing services;
- (e) maintain a professional relationship with third parties when engaged as a Worker;
- (f) provide levels of service that they are competent and authorised to provide;
- (g) not make unauthorised statements or commitments on behalf of the Council.

2.3 Acting in accordance with the law and policies and procedures

Employees should be familiar with and comply with all relevant laws and policies and procedures. Employees 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.

2.4 Declaring and Avoiding Conflicts of Interest

Conflict of Interests can jeopardise confidence in Council. Employees will:

- (a) not take on personal business or financial or private interests that compete or conflict with Council's interests;
- (b) 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;
- (c) 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.

2.5 Respect privacy and do not misuse information

Employees will:

- (a) not disclose Confidential Information to any person or entity without the prior written consent of the Nominated Council Delegate;
- (b) not disclose to any person or entity without the prior written consent of the Nominated Council Delegate or improperly use specific information that is part of a 'closed' Council or committee meeting or derived from Council business referred to in s338A and 339 of the *Local Government Act 1993* (TAS).

- (c) disclose Confidential Information if required by Applicable Laws (e.g. Court or Tribunal order etc.) provided that before such disclosures are made the Nominated Council Delegate is advised of the pending disclosure;
- (d) not use Confidential Information for the purpose of directly or indirectly obtaining personal gain or another benefit;
- (e) only access Confidential Information for authorised work-related tasks;
- (f) not encourage others to disclose Confidential Information or Sensitive Information or Privileged Information; not encourage others to disclose Confidential Information or Sensitive Information or privileged information; and
- (g) ensure the secure collection, storage and disposal of Confidential Information and Sensitive Information regardless of its medium.
- (h) comply with Applicable Laws regarding declaration of any financial 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.

2.6 Corporate and personal responsibility

Council is committed to service excellence and aims to maintain public confidence and respect. Employees will:

- (a) commit to taking reasonable care to avoid acts and omissions that may adversely affect themselves, Workers and Other Persons at the Workplace;
- (b) aim to be socially, financially and environmentally responsible in the use of Council resources; and
- (c) report any corrupt or fraudulent conduct or any maladministration.

3 Implementation

Implementation of this Policy rests with the General Manager.