

## Employee Code of Conduct Policy

### Intent

The Employee Code of Conduct Policy intends to outline and ensure all employees are aware of and fully understand the City of Albany's expectations in regard to their conduct and standards of behaviour in the workplace; this policy complements the overarching Code of Conduct (Council Members, Committee Members, Staff and Volunteers).

The City of Albany recognises the importance of key behaviour values that are the cornerstone to the behaviour of all employees and interactions with the community.

### Objective

The objectives of the Code are to:

- Provide direction to employees, contractors and volunteers around expected conduct whilst affiliated with the City of Albany;
- Assist employees, contractors and volunteers in dealing with ethical issues in ways that reflect the City of Albany's values and standards;
- Promote professionalism and excellence;
- Express shared assumptions and organisational values; and
- Commit to on public accountability and corporate governance.

### Scope

This policy applies to all of the City of Albany employees, contractors, volunteers and work experience students.

### Code of Conduct

This Code of Conduct is underpinned by the City of Albany Values. These include; Focused: on community outcomes, United: by working and learning together, Accountable: for our actions, Proud: of our people and our community.

These Values provide the most fundamental direction on what type of local government we aspire to be, and what type of behaviour we regard as appropriate. As a values-driven local government we go beyond simply complying with minimum standards of personal conduct. Our goal is to make every decision and every action one that we can be proud of.

The Code of Conduct is the City of Albany's policy that provides specific guidance as to the standard of personal behaviour expected of City of Albany employees, contractors and volunteers.

The code complements other job specific documentations, policies & procedures and relevant industrial instruments that define the practices, principles, performance and standards of behaviour expected at the City of Albany.

The basic Principles of the City of Albany Code of Conduct include but are not limited to the following –

- Abide by the Values;
- The rights of employees to be treated fairly and equitably in the workplace;
- Treat customers, the public and fellow employees and contractors with courtesy, respect and without harassment;

- Maintain a work environment free of discrimination, harassment and bullying;
- Perform our duties as best we can, taking into account our skills, experience, qualifications and position;
- Do our jobs in a safe, responsible and effective manner;
- Behave honestly and with integrity;
- Obey the law and follow reasonable requests by management;
- Uphold the principles of equal opportunity;
- Use City of Albany property and money efficiently, carefully and honestly with due authorisation and without misappropriation;
- Maintain confidentiality of all information gained through our work;
- Ensure our personal business, financial and other outside interests do not conflict with our duty to the City of Albany; and
- Behave in a way that upholds the values, integrity and reputation of the City of Albany.

Every employee has a personal accountability to act in accordance with the intentions of this code, not condone behaviour in breach of this code and report breaches of this code. Any Employee found to be in breach in part of the above Policy will result in disciplinary action, which may include termination of employment.

### **Further Support**

For more information please contact:

For support with Human Resource issues, advice or information please contact the Human Resources Department.

### **Legislative and Strategic Context**

- Occupational Safety and Health Act, 1984
- Occupational Safety and Health Regulations, 1996
- Fair Work Act 2009
- WA Equal Employment Opportunity Act (1984)
- Local Government Act 1995
- Local Government (Code of Conduct) Regulations 2003

### **Associated Documents**

- Code of Conduct (Council Members, Committee Members, Staff and Volunteers)
- Bullying and Harassment Policy
- Equal Employment and Anti-Discrimination Policy
- Managing and Improving Performance Behaviour Procedure
- Occupational Health and Safety Policy
- Drug and Alcohol Policy

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