



## **Introduction**

*At the Hunter Valley Training Company Pty Ltd we conduct our business according to the highest standards of honesty, integrity, respect and fairness when dealing with all our customers and employees.*

*We require that all of our employees meet these high standards.*

*The Company takes seriously its' obligations to comply with all Federal, State and Local Government laws and regulations, as well as common law obligations and again requires all employees to do the same.*

*The Code of Conduct is applicable to all employees of Hunter Valley Training Company and its divisions.*

*The Code is not intended to be all encompassing or read as a set of rules that can be scrutinised for their legal meaning. But rather the Code outlines the obligations and standards of behaviour that are expected of all employees working in Hunter Valley Training Company and its divisions.*

## **Policy**

### **General principles**

- Treat all employees and customers/clients with courtesy and respect.
- Provide the highest standard of quality in the provision of any service.
- Do not behave in a harassing manner towards other employees, customer or clients.
- Always maintain high ethical standards when carrying out your duties and customer service.
- Be honest, fair and non-discriminatory in your dealings with other employees, customers and clients.
- Do not perpetrate, permit or fail to report violations of any Federal, State or Local Government Act or regulation.
- Be accountable for your own conduct and behaviour.
- Do not behave in a manner which may bring Hunter Valley Training Company into disrepute.
- You have a responsibility to declare any actual or potential conflict of interest between your role as an employee of the Company and your involvement in an outside activity.
- Always acknowledge other people's work and ideas.
- You must not solicit any bribe, gift or benefit in relation to the performance of your duties.
- You must not misappropriate
  - Company funds or property.
  - Funds or property of customers and / or clients.



- It is your responsibility to ensure you use company information, resources and work time for business purposes and not for private gain.
- Report any corrupt conduct or fraudulent behaviour, involving or affecting Hunter Valley Training Company, of which you are aware, or which you suspect.
- Be aware of Company Policies and Procedures as set out in the employee Handbook/HVTC Intranet site and ensure that you comply with them.
- You must not use drugs or alcohol on the premises or come to work affected by either.
- You are expected to use Company communication devices for business purposes only. Express permission of your manager must be obtained for any other reason.
  - You must not use the Internet to access sexually explicit material.
  - You must not use e-mail to send sexually explicit, suggestive, or other harassing material.
- Ensure that you maintain the integrity and security of all confidential corporate information, whether it be written, verbal or computerised.
- Always put **SAFETY** first and do your utmost to comply with Occupational Health and Safety requirements and environmental laws and standards.
- You must not falsify reports.
- You must not breach copyright.

## **Responsibilities**

### **Code of Conduct for Managers**

In addition to complying with all of the above, Managers also have the responsibility to execute their managerial and supervisory duties with fairness. As a Regional or Departmental Manager or Team Leader, you should also ensure that you:

- Do not condone, permit or fail to report any breaches of the above code by employees under your supervision.
- Fully inform your staff of their duties and the expectations on how those duties are to be performed.
- Are accountable for the conduct of your own staff.
- Promote a team spirit amongst employees through your own behaviour.
- Maintain confidentiality when conducting investigations into employee grievances.
- Avoid bias in decision making.



- Ensure compliance with Company procedures when counselling and disciplining employees.
- Disqualify yourself from decision making where you are unable to remain objective.
- Exercise objectivity when administering rewards or discipline.
- Do not represent someone else's idea as your own.

***Important Note: -***

***Failure by a person or persons to comply with the Company's Code of Ethics may lead to disciplinary action. In cases where the breach involves a breach of any law, then the relevant government authorities or the police will be notified.***

**Legislation**

<b>State or Federal</b>	<b>Legislation</b>
NSW	Occupational Health & Safety Act 2000
NSW	Occupational Health & Safety Regulation 2001
QLD	Workplace Health & Safety Act 1995
QLD	Workplace Health & Safety Regulation 2008
NSW	Anti Discrimination Act 1977
QLD	Anti-Discrimination Act 1991
Federal	Copyright Act 1968
Federal	Privacy Act 1988
Federal	Sex Discrimination Act 1984

Due consideration has been given to access and equity principles as well as other legislation that may have been pertinent in the development of this policy. The relevant components have been incorporated and are again considered when conducting the policy review process.

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