

## POLICY NO LG35 STAFF CODE OF CONDUCT POLICY

<b>DEPARTMENT:</b>	Governance
<b>RESPONSIBLE OFFICER:</b>	Human Resources Manager
<b>LINK TO STRATEGIC PLAN:</b>	Continuously strive for quality, responsive customer service and enhancement of image of Council.
<b>STATUTORY AUTHORITY:</b>	N/A
<b>OBJECTIVE:</b>	Anyone dealing with the Council has the right to expect the utmost integrity and competence of our staff. Staff must always retain complete confidentiality and do not discuss Council issues with anyone outside the Organisation.
<b>POLICY INFORMATION:</b>	Adopted 19 March 2012 – Minute No 03/12.15.4.069

### POLICY

#### 1. RESPONSIBILITIES

- The responsibility for ensuring that this policy and associated procedures are adhered to rests with all employees of Break O'Day Council, Break O'Day Council and Break O'Day Council's Management.
- Senior management will ensure that there will be a fair and systematic approach to the enforcement of standards required by the code of conduct
- Each department manager is responsible for adhering to this policy

#### 2. INTRODUCTION

The purpose of this policy is to outline the Break O'Day Council's expectations concerning the manner in which employees will conduct themselves: Staff are to act with the highest standards of integrity and in a manner which is consistent with the Council's policies;

- While at work.
- While representing Council at events/functions after hours.

The Council will ensure that there will be a fair and systematic approach to the enforcement of standards required by the code of conduct.

#### 3. PUNCTUALITY

- Staff must report and depart work at the time stated in their terms and conditions of employment.
- Staff can only vary working times with the written authority of their immediate manager.
- Staff are required to observe stated lunch times
- If staff are unable to attend work they are to contact their immediate manager in accordance with the Workplace Agreement.

#### **4. BEHAVIOUR**

- Staff are required to follow reasonable instructions of supervisors and managers.
- Staff are not to intimidate, threaten or coerce fellow employees or customers by using physical violence, improper language or other disorderly conduct.
- Staff must maintain sanitary conditions in the washrooms and keep their workplace tidy.
- Staff must not distribute unauthorised literature, or place offensive documents on Break O'Day Council noticeboards or remove/deface documents placed by management.
- Staff must not gamble on the Break O'Day Council's premises at any time.
- Staff are to discuss any issues of workplace conflict, with their manager or the Business and Corporate Services Manager. In the event that the conflict cannot be resolved at this level the matter will be referred to the General Manager.
- Staff will always undertake their job activities in an economical, effective and efficient manner.
- Staff will adhere to all legislative requirements and lawful directions which relate to their job functions and responsibilities.
- Staff will provide professional service to all persons in their dealings with Break O'Day Council at all times, maintaining a professional standard of dress and personal hygiene at all times as per Break O'Day Council's Uniform Policy.

#### **5. COUNCIL PROPERTY**

- Do not abuse, deface or wilfully damage Council property or the property of others.
- Break O'Day Council vehicles may only be used by authorised employees and in accordance with the vehicle use policy.
- Break O'Day Council property must only be used for Break O'Day Council activities, unless permission is given by the General Manager.

#### **6. HEALTH AND SAFETY**

- Staff are required to follow safe work procedures and only use equipment that they are authorised to use.
- Staff must wear Personal Protective Equipment as required.
- Staff must always ensure that equipment is working correctly and safety guards are always used and correctly positioned. If any safety issues are identified they are to be reported immediately and the equipment is to be isolated until repaired.
- In the event of an emergency, follow standing instructions and the orders given by your supervisor or manager in an orderly manner.
- Do not use or bring on to Council premises any drugs other than those prescribed for your personal use by your doctor.
- If a staff member is prescribed a drug which has side effects that may impact on their ability to safely perform their role, they are to notify their manager immediately.
- Alcohol must not be brought on to Break O'Day Council premises, unless approval has been given by the General Manager.

#### **7. COUNCIL DOCUMENTS AND RECORDS**

- It is an offence to falsify time sheets or attendance records for one's self or for a fellow employee, even if a fellow employee requests you to do so.
- Staff are not to access Break O'Day Council's information unless it is directly relevant to the role they perform.

## **8. COMPLIANCE WITH THE POLICY MANUAL**

New staff will be provided with a copy of the Break O'Day Council's Policy Manual as a part of their employment offer. At the time of induction they will be required to sign a statement that they have read and understood the policies. It is the responsibility of staff to be aware of the contents of Break O'Day Council's Policy manual as they apply to their working conditions.

## **9. CONFIDENTIALITY**

Staff must always retain complete confidentiality and must not discuss Break O'Day Council issues with anyone outside Break O'Day Council.

**Any staff member who does not uphold Break O'Day Council's confidentiality as outlined above will be held accountable and will be dealt with under Break O'Day Council's Disciplinary Policy.**