

Code of Conduct – Employees

Reference Number: P72
Organisational Unit: Chief Executive Officer
Responsible Position: Chief Executive Officer
Relevant Delegations: Nil
Date Adopted: 16 December 2016
Review Date: Every three years

Objectives

To define and promote a high standard of staff behavior that can be expected by elected members, residents and the wider public.

Legislation

Nil

Definitions

CEO - Chief Executive Officer or their delegate

Scope

This policy applies to all employees, volunteers and sub-contractors.

Policy

Honesty and integrity

Employees must act with integrity, impartiality and equality and make decision that they genuinely believe to be the best interests of council.

Employees must be good representatives of the Council. They should foster and protect its good reputation.

Employees should not be under the influence of alcohol or drugs whilst on duty.

Care and diligence

Employees have an obligation to perform their duties in a consistent manner with reasonable care and diligence and in accordance with established procedures.

Council property (buildings, equipment, computers and vehicles) can only be used for agreed Council business.

Courtesy

Employees must act with courtesy towards other employees, elected members and members of the public ensuring respect for their rights.

Conduct towards elected members and other employees

Employees should be friendly and collaborative. They should try not to obstruct the work of others or disrupt the workplace.

Respect for diversity and social inclusion

Employees must act to create a fair, respectful, inclusive and safe environment where diversity is respected, valued and represented in what is said and done.

two ways :: one outcome

Unlawful discrimination, violence, bullying, harassment or victimization in any form is unacceptable.

Complaints

Any person may make a complaint about a Council employee using the appropriate channels. The CEO will manage the complaint to resolution.

Conflict of interest

Employees must, if possible, avoid conflict of interest between their private interests and official duties.

Where a real or apparent conflict exists, the employee must comply with their obligation of disclosure.

Respect for confidences

Employees must respect the confidentiality of information obtained in their official capacity.

Employees should not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another. This includes making public comment on matters relating to their employment or the business of council, unless delegated appropriately.

Respect for law

Employees are obliged to obey all relevant Australian and NT laws and Council policies and by laws.

Gifts and hospitality

Employees receiving or giving gifts or hospitality must ensure they are compliant with their obligations.

Outside Activities, Secondary Employment and Private Practice

Council encourages employees to contribute to the community by providing assistance through a range of activities. Employees must have written authority to do so from their supervisor, remain cognizant of Council ethos, and unless authorized, avoid using Council resources.

Secondary employment or consultancy work must be pre-approved by the CEO.



Accept reasonable direction and accountability

Employees must comply with any lawful and reasonable direction given by someone within council who has authority to give that direction.

Employees must be prepared at all times to account for their performance and their use of council resources. *two ways :: one outcome*

Breaches of the Code of Conduct

Breaching the Code of Conduct is seen as serious misconduct. If an employee breaches the Code of Conduct they may be dealt with under the Council disciplinary procedures. Employees have a duty to report breaches of this Code of Conduct to their supervisor.

Approval and Review History

Date	Comment
16 December 2016	Adopted (OC172/2016)
3 February 2017	Date adopted changed to 2016

Related Documents

Nil