

Code of Conduct

Purpose

This clearly states the standards of behaviour that the business expects of all employees.

Policy

The Code of Conduct applies to all employees and provides the framework of principles to adhere to when interacting with other employees, clients and suppliers.

The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence.

This policy is based on the following:

- Maintain a high standard of integrity and professionalism;
- Be responsible and scrupulous in the proper use of Company information, funds, equipment and facilities;
- Be considerate and respectful of the environment and others;
- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, clients and suppliers;
- Avoid apparent conflict of interests, promptly disclosing to a manager, any interest that may constitute a conflict of interest;
- Perform duties with skill, honesty, care and diligence;
- Abide by policies, procedures and lawful directions that relate to your employment;
- Avoid the perception that any business transaction may be influenced by offering or accepting gifts; and
- Any employee, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced.

All reports will be dealt with in a timely and confidential manner.

We expect co-operation from you in conducting yourself in a professional, ethical and socially acceptable manner of the highest standards.

If you are found to be in breach of this policy you may be subject to disciplinary action, including termination.

Should you have doubts about any aspect of the Code of Conduct, please seek clarification from your manager.



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