

# CORP03 Code of Conduct

## Purpose

The purpose of this Code of Conduct is to provide employees with guidance on the standards of behaviour expected of them in performing their duties of employment and their interaction with fellow employees, clients and members of the community.

The Code provides a general framework of principles to be adopted by employees with respect to their conduct while employed by BGT. The Code is not intended to address specific situations that may arise with respect to what is acceptable and unacceptable behaviour.

## Definitions

**A personal relationship** means any relationship between employees or between employees and students that may give rise to a conflict of interest, or the appearance of a conflict of interest. This includes, but is not limited to; a relationship arising through family, business or commercial, romantic or sexual, close friendship or any other relationship where an employee's impartiality and influence over another may be an issue.

A **Child** is a person under 18 years of age.

## Scope

This policy applies to all BGT employees, board members, contractors, temporary/on hire employees, volunteers and work experience students. For the purposes of this policy, this group will be known collectively as 'employees'.

## Standards of Conduct

The standards of conduct outlined in this code exist alongside other expectations required of employees. These include but are not limited to;

- The standards of behaviour and performance required of employees under their contract of employment
- BGT policies
- Child Safe Standards
- Industrial agreements and;
- Any other ethical or professional code of conduct that may bind an employee of BGT.

## In performing their duties of employment, employees will observe the following obligations:

- Respect and uphold the good name of BGT;
- Act in good faith and with the best interests of BGT at all times;
- Treat other employees and clients with fairness, courtesy, respect and without discrimination;
- Work together to uphold the welfare and best interests of their colleagues
- Adhere to BGT's zero tolerance stance on discrimination relating to any protected personal characteristic (including, but not limited to: race, age, disability, gender identity, religious belief or activity, sexual orientation, pregnancy or breastfeeding, political or industrial activity etc.) Any instances of discrimination are to be reported and will be dealt with the appropriate consequence;

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- Act honestly, avoiding situations which may give rise to a conflict of interest or the perception of such a conflict;
- BGT will allow acceptance of low value, unsolicited gifts and entertainment provided they are appropriate in the circumstances, customary in the industry and reported to your manager
- Carry out their duties in a professional, responsible and diligent manner;
- Be aware of the position of trust they hold and the increased obligation on them when dealing with clients and at all times act honestly and with integrity;
- Ensure a client-focused attitude is maintained at all times
- Complete all tasks to the best of their ability, within a reasonable time
- Respect and consider differing opinions
- Comply with reasonable and lawful instruction given by or on behalf of BGT
- Be accountable for their actions and decisions
- Take reasonable steps to protect and not disclose confidential information. This includes Information relating to children, employees, clients and the operations of BGT.
- Use BGT facilities, resources and information in a proper manner;
- Maintain and observe the Work Health and Safety Policy and Procedures in the workplace;
- Not being under the influence of alcohol or drugs during working hours;
- Promote equal opportunity and anti-discrimination principles;
- Sexual harassment and workplace bullying will not be tolerated;
- Comply with all of BGT's policies, procedures, rules, contracts and industrial agreements
- Adhere to the BGT Child Safety and Wellbeing Policy at all times, ensuring all reasonable steps are taken to protect children from abuse.
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander people and or people with culturally and linguistically diverse backgrounds including children.

### Employees must not:

- Develop any 'special' relationships with children that could be seen as favouritism;
- Exhibit behaviours with children which may be construed as unnecessarily physical;
- Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes;
- Engage in open discussions of a mature or adult nature in the presence of children;
- Use inappropriate language in the presence of children;
- Express personal views on cultures, race or sexuality in the presence of children;
- Discriminate against any child for their sexual orientation, gender identity, culture, race, or disability;
- Have contact with a child or their family outside of our organisation outside the normal course of work;
- Have any online contact with a child or their family outside of the normal course of work
- Ignore or disregard any suspected or disclosed child abuse.

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## Work-related Business & Social Functions

Employees are reminded all work-related business and social functions (herein after referred to as functions) require a degree of responsibility that is consistent with the standards required of them while at work. Client and business relationships can be adversely affected if a client is offended by the behaviour of employees or their invited guest at a function.

As these functions are a part of business, promoting good employee and client relations, the following points relating to behaviour are expected to be followed by all employees:

- Excessive consumption of alcohol is to be avoided; this is both a safety and a social responsibility;
- Where employees believe themselves to be over the legal limit (blood alcohol content) they should arrange for a ride home;
- Any use of illegal drugs in the course of the function is totally prohibited;
- For the comfort of all, all function venues are to be considered as no smoking;
- Abusive language and swearing is not permitted at these functions.

## Addressing a Possible Breach of the Code

To promote and maintain the standards of conduct expected by BGT, it is important that any employee who has a concern about the conduct of another employee is able to raise their concern freely and without fear of intimidation or repercussion.

In most instances, complaints concerning allegations of conduct that may breach the code will be dealt with by the process outlined in the *Staff Grievance Policy*. Where conduct constitutes misconduct or serious misconduct the allegation shall be dealt with in accordance with the procedure set out in BGT's *Disciplinary Procedures*, leading to possible disciplinary action.

## Responsibility

The Chief Executive Officer is the custodian of this code.

## Agreement / Declaration

I agree to adhere to this Code of Conduct:

Guardian signature (if under 18 years of age):

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by BGT Board of Management 5<sup>th</sup> December 2022.

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