

Code of Conduct



Version	1.4
RMS file number	13/HR350
Short description	A policy on staff code of conduct
Relevant to	All employees
Authority	This Policy has been approved by Directors in accordance with the Policy on Delegations and Authorisations - Delegation Schedule 1.
Responsible officer	Human Resources Manager
Responsible office	Human Resources
Date introduced	1/12/2013
Date(s) modified	25/10/2022
Next scheduled review date	25/10/2025
Related documents	<i>All EMGCP policies and procedures</i>
Related legislation	<i>Fair Work Act 2009 Fair Work Regulations 2009 Australian Human Rights Commission Act 1986 Privacy Act 1988 Anti-discrimination Act 1991</i>
Key words	Behaviour, manner, standards, values, contracts, laws, policies, procedure, fair, rights, workplace, breach, ethics, code

Code of Conduct



CONTENTS

Purpose	3
Commencement of the code	3
Scope	3
The code requirements	3
additional responsibilities	5
Breaches of this code	5
Variations	5
Employee Acknowledgement.....	6

Code of Conduct



PURPOSE

EMG Workforce recognises the importance of a work environment which actively promotes best practice. The purpose of this Code is to describe the standards of behaviour and conduct expected from workplace participants in their dealings with customers, suppliers, clients, co-workers, management and the general public.

EMG Workforce expects all workplace participants to observe the standards set out in this Code. Compliance with this Code is required, and non-compliance may result in disciplinary action including the termination of employment or contract for services.

The Code of Conduct ('Code') relates to EMG Workforce ('a part of the EMG Capability group') and, where relevant, operates in conjunction with other policies relating to minimum standards of behaviour and conduct, the Employment Contract or Contract for Services.

COMMENCEMENT OF THE CODE

This Code will commence from 1/12/2013. It replaces all other codes of conduct of EMG Workforce, if any (whether written or not).

SCOPE

The Code applies to all employees, agents and contractors (including temporary contractors) of EMG Workforce, collectively referred to as 'workplace participants'.

The Code does not form part of any person's contract of employment. Nor does it form part of any other workplace participant's contract for services.

THE CODE REQUIREMENTS

All workplace participants are expected to observe the highest standards of ethics, integrity and behaviour during the course of their employment or engagement with EMG Workforce. This Code provides an overview of EMG Workforce's fundamental business values. It is by no means exhaustive, but summarises some of EMG Workforce's most important policies, which are based on standards that underlie business ethics and professional integrity, standards that apply to all workplace participants.

As representatives of EMG Workforce, all workplace participants are expected to conduct themselves in a professional and courteous manner and display appropriate standards of behaviour both inside the workplace and outside the workplace where you can be perceived as representing EMG Workforce.

- a. Comply with all laws, policies, procedures, rules, regulations and contracts.
- b. Comply with all lawful and reasonable directions from EMG Workforce.
- c. Be honest and fair in dealings with customers, clients, suppliers, co-workers, management and the general public.

Code of Conduct



- d. Display the appropriate image of professionalism at the workplace. Wear the required uniform, safety equipment or work clothes, and if a workplace participant wears their own clothes, ensure their appearance is neat and tidy.
- e. Treat customers, clients, suppliers, co-workers, company management and the general public in a non-discriminatory manner with proper regard for their rights and dignity. In this regard, discrimination, victimisation or harassment based on a person's race, colour, religion, national origin, age, sex, sexual orientation, marital status, family responsibilities, pregnancy or potential pregnancy, union membership or non-membership, mental or physical disability, or any other classification protected by law will not be tolerated.
- f. Promptly report any violations of law, ethical principles, policies and this Code.
- g. Maintain punctuality. If a workplace participant is late or cannot report for work, they are to telephone their immediate manager/supervisor as soon as possible.
- h. Do not use work time for private gain. If a workplace participant is required to leave the work premises for personal reasons, they should advise their manager well in advance.
- i. EMG Workforce has a legitimate interest in the private activities of workplace participants where such activities may bring disrepute upon EMG Workforce in its relationships with customers, clients, suppliers, and the general public at large and may possibly call the workplace participant's fitness for continued employment or to provide services into question.
- j. Maintain and develop the knowledge and skills necessary to carry out duties and responsibilities.
- k. Observe health and safety policies and obligations and co-operate with all procedures and initiatives taken by EMG Workforce in the interests of work health and safety.
- l. Be truthful in all dealings with persons encountered at the workplace. Workplace participants must not make false or misleading declarations during the performance of their duties or when providing services on behalf of EMG Workforce. A declaration can be considered to be misleading if information is omitted or presented in a manner that enables a misleading view of the situation to be formed. This including failure to comply with reporting requirements and falsifying records and other documents.
- m. Refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment or give rise to the reasonable suspicion or appearance of improper conduct or biased performance.
- n. Not act for an improper or ulterior purpose to the detriment (whether perceived or actual) of EMG Workforce.
- o. Any potential or real conflicts of interest must be disclosed to management immediately using the Declaration of Conflict-of-Interest form.
- p. Workplace participants must not provide any gifts to other parties without the express permission of the EMG Workforce
- q. Workplace participants must not abuse the advantages of their position for private purposes or solicit or accept any gift or benefit in connection with their employment or engagement which might compromise, or be seen to compromise, their integrity or EMG Workforce's reputation.

Code of Conduct



- r. Gifts of cash or cash equivalents, alcohol, tobacco or similar may not be provided or received under any circumstances.
- s. Respect EMG Workforce 's ownership of its property including but not limited to funds, equipment, supplies, books, records and confidential information (however described).
- t. Maintain during employment with EMG Workforce and after the termination of employment, the confidentiality of any confidential information, records or other materials acquired during the employment with EMG Workforce,
- u. While employed at EMG Workforce, not accept any employment with another organisation that is a supplier or competitor of EMG Workforce , or any other employment that is in conflict with your position at EMG Workforce.
- v. Not make any unauthorised statements to the media about EMG Workforce 's business (requests for media statements should be referred to the line manager).
- w. Do not fight in the workplace.
- x. Do not use inappropriate language in the workplace.
- y. Never report for work in circumstances where there is a risk that you could be affected by or 'under the influence' of illicit drugs or alcohol (eg: if you have ingested or otherwise taken drugs or alcohol the night before or in the period leading up to your next work period). If a workplace participant is taking prescription medication, they must inform their manager at the commencement of their working day. Workplace participants may be required to produce medical evidence to prove their medication does not affect their capacity to perform their duties in a safe manner without harm to themselves or others.
- z. Do not smoke during working hours unless it is during prescribed breaks and within designated areas.

ADDITIONAL RESPONSIBILITIES

Managers and supervisors are to:

- Promote team spirit.
- Maintain confidentiality so far as is reasonably practicable when conducting investigations into grievances and disputes.
- Avoid bias in decision making.
- Ensure compliance with procedures when carrying out counselling and discipline.
- Exercise objectivity when administering rewards or discipline.
- Not condone, permit, or fail to report any breaches of the Code as outlined above by workplace participants under their supervision.

BREACHES OF THIS CODE

A breach of this Code may lead to disciplinary action including, but not limited to, termination of employment or services.

VARIATIONS

EMG Workforce reserves the right to vary, replace or terminate this policy from time to time.

Code of Conduct



EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that:

- I have received the EMG Workforce Policy
- I have read understood and will comply with the policy
- Disciplinary consequences may occur if I fail to comply, which may result in the termination of my employment.

Your name:

Signed:

Date:

APPENDICIES (ATTACHMENTS)

1.

Table of amendments

Version number	Date	Short description of amendment
1.0	01/12/2013	Development of policy
1.1	05/11/2015	Authority
1.2	24/01/2017	HR manager title change
1.3	13/04/2018	Added relevant legislation
1.4	25/10/2022	Revised template, update format, update responsible person, update legislation and related documents, added points on gifts, smoking and conflicts