**CODE OF CONDUCT**

This template policy is intended to assist member businesses develop their own workplace policy. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

**Disclaimer**

The information contained in this document has been prepared by the Victorian Chamber of Commerce and Industry in this format for the convenience and benefit of its members and is provided as a source of information only. The Victorian Chamber does not accept responsibility for the accuracy of the information or its relevance or applicability in particular circumstances. The information does not constitute, and should not be relied on, as legal or other professional advice about the content and does not reflect the opinion of the Victorian Chamber, its employees or agents. The Victorian Chamber and its employees, officers, authors or agents expressly disclaim all and any liability to any person, whether a member of the Victorian Chamber or not, in respect of any action or decision to act or not act which is taken in reliance, whether partially or wholly, on the information in this communication. Without limiting the generality of this disclaimer, no responsibility or liability is accepted for any losses incurred in contract, tort, negligence, or any other cause of action, or for any consequential or other forms of loss. If you are uncertain about the application of this information in your own circumstances you should obtain specific advice.

# CODE OF CONDUCT

Date of issue:

Policy approved by:

Contact person:

## 1 PURPOSE

The purpose of this policy is to establish a clear standard of behaviour which is expected of **[INSERT COMPANY NAME]** employees. It also is designed to assist staff in understanding what acceptable and unacceptable behaviour in the workplace is.

## 2 APPLICATION

This policy applies to all employees of **[INSERT COMPANY NAME]**. All non-employees present on the work site such as contractor and supplies will be expected to abide by this policy for the duration of their presence.

## 3 POLICY

**[INSERT COMPANY NAME]** has a clear expectation of appropriate work standards that foster a positive work environment where everyone’s rights are maintained.

Employees of **[INSERT COMPANY NAME]** will:

* Act in accordance with Australian legislation
* Act in accordance with company policies
* Follow lawful and reasonable directives from management
* Promote the interest of the business
* Be aware of and align with the company’s mission, vision and values
* Whilst in employment with **[INSERT COMPANY NAME]**, treat everyone with respect and courtesy and without harassment
* Not tolerate misconduct or inappropriate behaviour. It is expected that employees inform a higher authority if witnessing an incident of this type
* Maintain the confidentiality of the company, not disclosing or misusing company information
* Take reasonable steps to avoid a conflict of interest, and disclose details of instances where this may occur with **[INSERT DIRECT MANAGER/DIRECTOR/HR MANAGER]**
* Be accountable for your own actions and decisions
* Be ever mindful of the health and safety of yourself and others in the workplace
* Uphold the principles of equal opportunity, not partake in victimisation, bullying, sexual harassment, discrimination or any other anti-social behaviours
* Perform their role with professionalism, care and responsibility

### Related policies

**[INSERT RELEVANT POLICIES e.g. EEO POLICY]**

### Breaching this policy

Any breach of **[INSERT COMPANY NAME]** policy may result in disciplinary action up to and including termination of employment. Disciplinary procedures that can be actioned by **[INSERT COMPANY NAME]** will be in line with the **[INSERT COMPANY NAME]** disciplinary policy.

Independent contractors and other non–employees who are found to have breached this policy may result in the termination of their contract with **[INSERT COMPANY NAME]**.

## 4 POLICY REVIEW

**[INSERT COMPANY NAME]** may make changes to this policy from time to time.

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

## I acknowledge:

## I have received, read and understood the policy

## I am required to comply with the policy; and

## There may be disciplinary consequences if I fail to comply, up to and including the termination of my employment.

Name: Signature:

Date: