

Business Conduct

2015 Human Resources Tool Kit

developed by apex human resources for the department of sport and recreation

**Business Conduct**

Introduction

<Organisation> expects its staff (including temporary, agency, interim, contractor or consultant staff) to be scrupulously impartial and honest in all affairs relating to the organisation and their job within it. All staff also bear a responsibility as employees to act as ambassadors for the organisation in terms of their general conduct both within and outside the organisation. This policy outlines the responsibilities of staff working for the organisation.

The duties of an employee are as follows:

* to be ready and willing to work;
* to take reasonable care in the exercise of that service, including the duty to be competent at work and to take care of the organisation’s property;
* to not wilfully disrupt the organisation’s business;
* to obey reasonable orders as to the time, place, nature and method of service;
* to work only for the organisation in the organisation’s time;
* to disclose information to the organisation relevant to the organisation’s business: for example that they might know or discover;
* to hold solely for the Organisation the benefit of any invention relevant to the business on which the Organisation is engaged;
* to respect the Organisation’s trade secrets;
* in general, to be of good faith and do nothing to destroy the trust and confidence necessary for employment;
* to account for all benefits – monetary or in kind - received in the course of employment.

Standard of Conduct Required by the Organisation

**Gifts and Hospitality**

The oganisation requires its employees to ensure that gifts and hospitality offered by suppliers and potential suppliers of goods and services to the organisation are declined. This applies, whether the gifts or hospitality are offered within, or outside normal working hours. The only exceptions to this are trivial gifts with a nominal value of less than $20 such as a calendar, diary, chocolates or mugs can be accepted. All other gifts must be politely refused or, if received through the post, returned to the donor with a suitably worded letter signed by the Department Manager.

**Transaction of Private Business**

Employees having official dealings with contractors and other suppliers of goods or services must avoid transacting any kind of private business with them by any means other than the organisation’s normal commercial channels. No favour or preferences as regards price, or otherwise, which is not generally available, should be sought or accepted.

**Attendance at Functions**

Where it is evident that the work of the organisation will be facilitated, invitations to attend receptions and other functions may be accepted under the following rules:

* no employee may accept an invitation without first obtaining the approval of the Department Manager;
* if addressed personally, such an invitation may not be transferred to another employee, except with the consent and approval of a senior manager as above and with the concurrence of the party issuing the invitation;
* invitations involving attendance outside normal working hours may be accepted only on the authority of the Departmental Manager;
* as a general rule, any employee who has any doubts about the wisdom of accepting any hospitality should decline the offer.

NB The important difference between, for example, attendance in an official capacity at a function organised by the organisation and the acceptance of hospitality from a private individual or firm should be recognised.

**Confidentiality**

At all times confidentiality must be maintained. No information can be released to unauthorised persons or organisations. The Chief Executive or other Senior Managers of the organisation will inform employees of those authorised to receive information.

If doubt exists as to the validity of an organisation or individuals to receive information, this must be checked with a Senior Manager.

**Outside Interests and Employment**

Outside interests include directorships, ownership, part ownership or material shareholdings in companies, business or consultancies likely to seek to do business with the <Organisation> should be declared to the individual’s line manager as should the interests of a spouse / partner or close relative.

**Political and civic activities**

It is not the intention of <Organisation>, or this policy, to dissuade employees from participating actively in public duties. It is important, however, that by doing so there is no suggestion to a third party that the employee is acting on behalf of, or with the support of, <Organisation> .To avoid any misunderstanding, no organisation employee should permit his or her organisation affiliation to be noted in any outside organisation's materials or activities without the express written approval of a member of senior management.

**Dress Code**

*(ORGANISATION NAME)* has adopted a business casual dress code reflecting its flexible and informal organisational standards. We recognise that business casual is the predominant style of attire within business generally and is a preferred choice of our employees.

Similarly it is important that we reflect the standards of our customers and it may be necessary, therefore, to adopt more formal dress codes when interacting with particular clients.

Accordingly, employees may wear either business casual attire or more traditional business attire in accordance with this policy.

**Policy Guidelines**

Employees are required to maintain a professional standard of dress and be well groomed, neat and tidy. The appearance and manner of employees reflects the public image of *(ORGANISATION NAME)*.

*(ORGANISATION NAME)*'s business casual dress code includes the following standards:

* No denim of any kind or colour i.e. jeans or similar attire.
* Shirts must have collars.
* No leggings or jodhpurs.
* No shorts.
* No T-shirts, transfer t-shirts, tank tops, halter-tops, see-through or midriff-tops.
* No mini-skirts, sundresses or other revealing or provocative clothing.
* No trainers, sports shoes or beach thongs.

**General Conduct**

Employees should at all times conduct themselves in such a way as to enhance the reputation of the organisation.

<Organisation> will support employees who become aware of and are willing to report breaches of this policy or who genuinely believe that a breach is occurring, has occurred or is likely to occur within the business. Employees should raise the issue internally with their manager or supervisor

These standards of conduct are intended to underpin and clarify standards required by the organisation of its employees and form a fundamental part of the employment contract. Staff who fail to comply with the guidance detailed in this Policy could be subject, following full investigation, to disciplinary action up to and including dismissal.

If through their actions or omissions staff are found to be in contravention of either this Policy or, indeed, their legal responsibilities then the organisation reserves the right to take legal action if it deems it to be necessary to do so.

Further examples, guidelines and templates related to Business Codes of Conduct can be found at the following resource links;

<http://www.fairwork.gov.au/about-us/policies-and-guides/templates> (provides free, editable templates, policies, practices and on-line development tools)

<https://www.ahri.com.au/> (Member based human resources organisation, fees apply)

<http://www.commerce.wa.gov.au/labour-relations> (provides free advice to business regarding statutory requirements together with best practice solutions for employers)

<http://dsr.wa.gov.au/site-elements/search-results?indexCatalogue=bigger-picture-sport&searchQuery=code+of+conduct&wordsMode=0>

<http://hrcouncil.ca/hr-toolkit/code-of-conduct.cfm>