

<b>NAME OF DOCUMENT</b>	Code of Conduct
<b>FRAMEWORK</b>	HRPOL001
<b>DEPARTMENT</b>	HR
<b>DATE OF ISSUE</b>	2/11/2020
<b>APPROVER</b>	CEO
<b>VERSION NUMBER</b>	4
<b>DATE OF NEXT REVIEW</b>	This policy will be monitored and reviewed on a frequent basis

## PURPOSE

The Code of Conduct policy outlines the standards of behaviour expected at Kardinia Park Stadium Trust (The Trust) and is designed to ensure employees understand their responsibilities and obligations related to acceptable and unacceptable behaviour in the workplace.

The Trust has adopted this Code to provide a set of guiding principles and behaviours which are to be observed and demonstrated by all employees.

This policy does not intend to articulate and be inclusive of all expectations which apply under this Code of Conduct.

## SCOPE

This Code of Conduct applies to all Trust employees, including the Chief Executive Officer and Trustees, who are referred to in this document as employees.

The Code of Conduct also applies to any Trust stakeholders such as contractors, students on placement and volunteers who may be performing work for or acting on behalf of the Trust.

## OUR VALUES AND BEHAVIOURS

INTEGRITY	Be authentic and have best intentions for the Trust.
COURAGE	Be bold, be yourself and reach beyond boundaries.
CARE	Be genuine in your approach, show compassion and trust in all that you do.
COLLABORATION	Seek diverse input to reach the common goal.
ACCOUNTABILITY	Own your process and stand by your outcome.
EQUITY	Learn and understand from each other and create opportunities.

## PUBLIC SECTOR CONDUCT PRINCIPLES EXPECTED OF TRUST EMPLOYEES

- **IMPARTIALITY:** Treat all people fairly. Base actions, decisions, and advice on a consideration of all relevant facts and implement government policy and programs equitably.
- **INTEGRITY:** Maintain public trust by being open and transparent about decisions and processes, acting in the public interest and reporting any unethical behaviour at work.
- **ACCOUNTABILITY:** Achieve results through the best use of the employer's financial and physical resources and by working effectively with people. Always accept the consequences of actions taken or decisions made.
- **RESPONSIVE SERVICE:** Provide a relevant, timely and high-quality customer service. Provide information to which a person (i.e., a colleague or a stakeholder) is entitled, promptly, and in an easily understood form. Make sure your advice is accurate, complete, and up to date.
- **LEADERSHIP:** Trust employees should demonstrate leadership by actively implementing, promoting, and supporting Trust values.

## POLICY

### Employees and stakeholders to whom this policy applies will:

- Act in accordance with Australian legislation.
- Act in accordance with company policies.
- Follow lawful and reasonable directives from the management.
- Be aware of, align with and uphold the company's mission, vision, and values.
- Act ethically and with the highest standards of integrity.
- Be honest, fair, and respectful with each other.
- Be ever mindful of the health and safety of yourself and others in the workplace.
- Perform their job in a safe, secure, responsible, and effective manner.
- Be punctual when arriving for work and meetings.

- Perform their duties to the best of their ability, using their skills, experience, and qualifications.
- Identify, disclose, and manage conflicts of interest. Employees will ensure they do not engage in any activities (personal business, financial and other outside interests) that may be a conflict of interest in their duties.
- Uphold the principles of respect, equal opportunity, diversity, and inclusion in the workplace.
- Maintain a professional standard of personal appearance and dress.
- Promote the best interests of the Trust, including commercial interests and reputation, and avoid behaviours and actions that may have an adverse impact on the Trust.
- Respect and maintain confidentiality and privacy of customer's, other employees' or other individual's information gained through our work.
- Respect that intellectual property produced by employees whilst employed by the Trust is a property of the Trust.
- Report any perceived and actual unethical, illegal, or improper behaviour including breaches of the Code of Conduct, and fraud.
- Be accountable for your own actions and decisions.
- Employees must not deliberately or carelessly do anything that will result in poor quality output or which may bring the Trust into disrepute.

#### **Employees and stakeholders whom this policy applies to will not:**

- Misuse confidential information that is not in the public domain for personal or commercial gain.
- Make or receive improper payments or give or accept gifts, prizes or hospitality that compromises you or the Trust.
- Misuse any Trust resources or systems including the inappropriate usage of Trust computers and information systems.
- Discriminate, bully, harass or victimise others in the workplace.
- Misuse or wilfully damage Trust property or equipment. Unauthorised removal or unauthorised possession of Trust property or the property of other persons is strictly prohibited.
- Use and drive a company vehicle unauthorised and/or in a negligent or illegal manner.
- Breach Trust policies and procedures.
- Use inappropriate language including swearing at others. All employees are expected to conduct themselves in a socially acceptable manner. Specifically, threats, abuse or physical violence are strictly prohibited. Any conduct, whether verbal or physical, which causes another to feel threatened, abused or in fear of physical violence is also strictly prohibited. Provocation will not be accepted as an excuse.
- Tolerate misconduct or inappropriate behaviour.

## **RESPONSIBILITIES**

It is the responsibility of the CEO and the Executive Leadership Team to implement this policy, ensure they, and their staff, are aware of this policy, have read and understood this policy and have signed the agreement before commencement of employment with the Trust. Each time this policy is updated, it will be reissued to employees for signing at the discretion of the Trust.

## **PROCEDURE**

Any breach of this policy (i.e., employee found to engage in activities prohibited under this policy) may result in disciplinary action up to and including termination of employment. Disciplinary procedures that can be actioned by the Trust will be in line with the Trust's **Disciplinary Policy**. Serious breaches of this policy may result in the employee being dismissed without notice. Independent contractors and relevant stakeholders who are found to have breached this policy may result in the termination of their contract with the Trust.

## **RELATED DOCUMENTS**

Disciplinary Policy  
 Conflict of Interest Policy  
 Safety Management System  
 Incident Reporting Safety Procedure  
 Equal Employment Opportunity, Bullying, Harassment and Discrimination Policy and Procedure  
 Drug and Alcohol Policy  
 Reasonable Adjustment Policy  
 Recruitment Policy  
 Privacy Policy  
 Confidentiality Policy  
 Gifts, Benefits and Hospitality Policy  
 Protected Disclosure Policy  
 Fraud and Corruption Policy  
 Company Vehicle Policy  
 Employee Using their Own Policy  
 Media and Social Media Policy  
 People Partnering Policy and Procedure

All Trust policies and procedures can be located on the Trust's intranet- [TURF](#) and [DONESAFE](#) (for any OHS related policies and procedure) or can be provided by Human Resources upon request. Trust policies and procedures must be read, understood, and complied with in conjunction with the Code of Conduct at all times.



## VERSION CONTROL AND CHANGE HISTORY

The Trust may make changes to this policy from time to time.

VERSION NUMBER	DATE	DETAILS OF CHANGE
1	9.12.2016	First Version
2	21.03.2017	Updated
3	22.12.2017	Updated
4	02.11.2020	Updated

## AUTHORISATION

This policy has been authorised by the Chief Executive Officer.

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Gerard Griffin  
Chief Executive  
Kardinia Park Stadium Trust

## ACKNOWLEDGEMENT

I acknowledge:

I have received, read, and understood the policy

I am required to comply with the policy; and

that disciplinary consequences as outlined above, may apply if I fail to comply with this policy.

Name:

Signature:

Date:

