

HR-Gov-3.3 Staff Code of Conduct Policy



Policy

Eastern Victoria GP Training (EV) will ensure staff are aware of the expectations of them in relation to the code of conduct as listed below, and understand that breaches of the code of conduct may lead to performance management and/or disciplinary action.

EV staff, individually and collectively will:

1. Act honestly, ethically and in good faith at all times in the interest of EV.
2. Abide by the policies and procedures of EV and the terms of their employment contracts.
3. Comply with relevant legislation and regulations.
4. Work co-operatively and respectfully with other staff members and stakeholders.
5. Resolve differences of opinion at an informal level by communicating with each other in a mature and professional manner.
6. Maintain confidentiality of information they obtain as part of their role at EV and never improperly use information acquired by virtue of their position to gain, directly or indirectly, an advantage for themselves or any other person.
7. Not cause detriment to EV or any of its stakeholders.
8. Utilise EV resources, facilities and equipment for the purpose for which they are intended.
9. Maintain a high standard of grooming and personal presentation.
10. Be punctual and maintain professional standards.
11. Not accept gifts which are deemed to be in excess of \$100.00 and must be returned to donor. All staff must advise their managers of any gifts received under \$100.00 and the details recorded on the gift register.
12. Report known or suspected conflicts of interest or breaches of this procedure to their Manager.

EV management will:

1. Investigate claims and if a breach is substantiated, procedures *HR-Org 3.6 Performance Management and Discipline* and/or *HR-Org 3.7 Grievance* will be instigated.

Definitions

Nil

Additional Information

Nil

Relevant Legislation

Nil

Title (including ID Number)	HR-Gov-3.3 Code of Conduct Policy				
Policy owner (position title)	CEO				
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