



CODE OF ETHICS & CONDUCT

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Code of Ethics & Conduct

We believe that our business success must be maintained according to the highest standards of ethics, whether we are interacting with clients, our partner companies or each other. We also want you to love the work you do and the environment you work in.

The following Code establishes the standards of behaviour that should be met by all staff members. Where these standards are not met, appropriate disciplinary action may be taken.

In cases where the breach involves serious misconduct, this may result in instant dismissal. In cases where a breach of policy involves a breach of any law, then the relevant government authorities or the police may be notified.

Here are some important Do's and Don'ts:

- Be aware of the Wimmera Regional Sports Assembly's (the WRSA) policies and comply with all company policies, procedures, rules, regulations and contracts.
- During employment with the company, and after termination of employment, maintain confidentiality of any confidential information, records or other materials acquired during the course of employment with the WRSA.
- Ensure that you declare any conflict of interest between your role as an employee of the WRSA and your involvement with an outside activity.
- Ensure that while employed at the WRSA you do not accept any employment with another organisation that is a supplier or competitor of the WRSA, or any other employment that conflicts with your position here.
- Respect the company's ownership of all company funds, equipment, tools, supplies, books, records and property and do not misappropriate WRSA property/funds.
- Do not misappropriate funds or property of other staff or clients.
- Ensure the highest standard of quality in the WRSA services
- Comply with all reasonable and legal instructions of managers and supervisors
- Ensure that you treat all staff and clients with courtesy and respect, honesty and fairness.
- Maintain punctuality and notify your manager if you are going to be more than 20 minutes late
- Do not engage in harassing behaviour towards colleagues or clients
- Do not discriminate on the basis of irrelevant characteristics such as sex, race, disability, pregnancy, age, marital status, sexual preference
- Do not perpetrate, permit or fail to report violations of any federal, State or local government law or regulation

- Do not use drugs or alcohol on the premises or come to work while affected by either
- Dress in an appropriate manner and ensure that appearance is presentable, clean, neat and tidy
- Do not fight or swear in the workplace
- Use of the internet for personal reasons is okay, but please don't abuse this privilege. You cannot, however, use the internet or email to gamble or to access or send sexually explicit, suggestive or other harassing material. This is an absolute 'no-no' which will result in instant 'unemployment'!
- Try not to use the WRSA information or work time for private gain. Please remember that your priority during the working day is to add value to the organisation- for your own sake and that of your colleagues
- Do not make any unauthorised statements to the media (including social media) about the company's business (requests for media statements should be referred to the executive officer)
- Do not falsify reports
- Do not breach copyright
- Always acknowledge other people's work and ideas (especially as a manager!)
- Always put safety first and do your utmost to comply with health and safety requirements
- Ensure compliance with all environmental laws and standards
- Do not conduct yourself or encourage any of your colleagues to conduct themselves in any way that is negative or damaging to the organisation's culture or work environment as this type of behaviour will not be tolerated. We all have our bad days, but we also have choices as to how to manage our minds and emotions. As you will often hear it repeated- attitude is contagious, so make sure yours is worth catching!
- When representing the company on business, ensure you behave in a manner that is appropriate and professional at all times. Avoid excessive alcohol consumption at social events and do not put yourself in a position where your personal brand and reputation is compromised, as this is a direct reflection on our brand and reputation.

Additional obligations for managers

In addition to complying with all the above, managers also have the responsibility to execute their managerial and supervisory duties with fairness. You should also ensure that you:

- Do not condone, permit, or fail to report any breaches of the above code by employees under your supervision

- Promote a team spirit amongst staff and set a good example through your own behaviour- they **will** be watching!
- Maintain confidentiality when conducting investigations into staff grievances
- Avoid bias in decision making
- Ensure compliance with the WRSA's procedures when counselling and disciplining staff
- Disqualify yourself from decision making where you are unable to remain objective
- Never pressure an employee to resign
- Exercise objectivity when administering rewards or discipline
- Do not accept bribes, gifts or benefits
- Do not, as mentioned above, represent someone else's ideas as your own.