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	Issue Date:	18 April 2017
	Doc owner:	Manager, Human Resources
	Responsible authority:	Board
	Document No.:	POL-HR-001
Code of Conduct Policy	Next review date:	March 2019

Code of Conduct Policy

1. Purpose

The purpose of the Code of Conduct Policy is to provide emphasis and clarity on expectations under the Code of Conduct for Victorian Public Sector Employees (CC-VPS), which is binding on all employees of the Phillip Island Nature Parks (Nature Parks). The policy is issued to all employees on commencement and re issued through learning and development programs and at the time new editions are distributed by the Public Sector Commission.

The Nature Parks is committed to being a responsibly governed organisation. Achieving this requires the organisation to meet contemporary standards of service, employment and work practices while ensuring that all employees are supported and provided guidance for working within the organisation.

All Nature Parks Board members and employees must have regard to the Nature Parks Vision, Mission and Values, their judgement, integrity and common sense as a guideline and framework for making decisions.

This policy is to be read in conjunction with all Nature Parks policies.

2. Scope

	Board Members/CEO	Staff	Volunteers	Contractors	Visitors
This policy applies to:	✓	✓	✓	✓	


The Code of Conduct for Victorian Public Sector Employees (“2015 Code of Conduct”) applies to all employees and, where relevant, contractors and consultants engaged in or by Nature Parks including contractors and consultants engaged through an employment agency.

This Policy supports the Code of Conduct.

Where this policy uses the term “employee/s” it is taken to mean employee, contractors, consultants, Board members and volunteers.

The policy is not an exhaustive list of expected behaviours in every aspect of work, rather together with the Nature Parks policies and procedures it provides a framework that aids in decision making when faced with personal and ethical dilemmas.

Where relevant each clause of this policy has been linked to the appropriate Code of Conduct.

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3. Policy

Working as a Team (CC-VPS 7.3 Supporting Others)

The Nature Parks operations rely on effective teams, both within departments and across the organisation. As such it is expected that all employees make a fair and equitable contribution to the team in which they work and to support the strategic outcomes of the organisation.

Employees are expected to treat others in their team with respect and to be committed to the work of their team by working with others in managing their workloads, sharing information and ideas, assist in learning and development of the team and communicating with their manager and other team members. These expectations are replicated for inter team interaction.

Employees are provided with adequate breaks during their hours of work and are expected to undertake any personal activities during these times. Whilst the Nature Parks accepts that at times employees will need to take a personal call or respond to a personal email during working hours, this should be the exception rather than the rule. Excessive personal calls, breaks and other personal activities impact on the work of the team and can result in an unfair balance of workloads or disruption to services and may be treated as misconduct.

Conflict of Interest (CC-VPS 3.7 Conflict of Interest)

A conflict of interest may arise in the course of any activity that is undertaken either outside or within the Nature Parks, if that activity has the potential to conflict with the objectives and operations of the Nature Parks.

Conflict of interest situations may include other employment and business activities (whether paid or unpaid), business interests and voluntary positions on Boards or Committees.

The Nature Parks Board and employees are expressly prohibited from undertaking outside employment that conflicts with their role within the Nature Parks or directly and negatively impacts upon their performance of duties with the Nature Parks or its service, image or financial objectives.


Business Interests

Business interests which may be a conflict of interest refer to, but are not limited to: whole or part ownership of a company (including publicly listed shares) and/or involvement with a company or the involvement by a family member or friend where the company is a supplier of goods or services to the Nature Parks or might reasonably be considered either a potential supplier, or a competitor.

Employees are required to read and adhere to the requirements of the Conflict of Interest Policy.

Volunteering Activities (CC-VPS 3.7 Conflict of Interest)

Employees are encouraged to participate in volunteering activities outside of their work with the Nature Parks provided that it does not breach the conflict of Interest requirements and that it does not impact on the performance of work.

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Volunteering, whether it is for an organisation linked with the Nature Parks (i.e. Penguin Foundation) or an external organisation, must be undertaken wholly outside an employee's normal working hours. Any impacts on the employees ordinary work hours and responsibilities or on their team will be considered by managers and discussed with the employee

Consumption of Alcohol or use of Drugs (CC-VPS 3.11 Drugs and Alcohol)

An employee must not report for work, or undertake work, while under the influence of alcohol or illicit drugs or while affected by prescription or non-prescription drugs. Some over-the-counter and prescription drugs may have side effects even when taken in recommended doses and work should not be performed if side effects may impair an individual's ability to work safely.

Consistent with any relevant occupational health and safety requirements, employees who are on medication that could affect their work performance or the safety of themselves or others inform their manager or supervisor to ensure any necessary precautions or adjustments to work can be put in place.

Responsible and lawful consumption of alcohol is permitted at the Nature Parks social functions. Employees are expected to demonstrate self-control and appropriate behaviour upholding the dignity and respect of the organisation in the presence of clients, visitors and fellow colleagues.

Employees must uphold the reputation of the organisation at all times.

Charged with a Criminal Offence, or loss of Driver's Licence (CC-VPS 3.10 Criminal Offences)

Criminal Offence

It is the employee's responsibility to immediately inform their Manager if charged with any criminal offence which is punishable by imprisonment or, if found guilty, could reasonably be seen to affect their ability to meet the inherent requirements of the work for which they are engaged to perform.


Driver's Licence

Employees must advise their Manager immediately if their current Driver's Licence is cancelled or suspended if either

- The position description/contract of employment stipulates the need for a current Driver's Licence as an essential criterion and/or
- The employee may have the use of a Nature Parks motor vehicle

Participation in seminars and related activities (CC-VPS 3.4 Official Information, 3.5 Public Comment, 3.8 Other Employment)

Employees must obtain the prior approval of the Chief Executive Officer (or his/her delegate) before attending, addressing or chairing seminars in a professional capacity as an employee of the Nature Parks or performing any other official duties. This also includes providing information acquired as an employee

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of the Nature Parks whilst attending in a personal capacity. In regard to Board members prior approval must be obtained from the Chair.

The Nature Parks will provide assistance and access to organisational information and resources to assist The Board or employee prepare papers or presentations.

Employees are required to pay to the Nature Parks any fee received through participation in a seminar if they have participated in a professional capacity as an employee of the Nature Parks or for the performance of any other professional duties unless the Chief Executive Officer specifically exempts them in writing from this requirement.

Financial Probity and Accountability (CC-VPS 3.3 Financial Probity)

If an employee has financial responsibilities they must act in accordance with the Nature Parks financial policies and procedures and observe all relevant legislative and regulatory requirements.

It is the employee’s responsibility to demonstrate full accountability in relation to any financial advice or transaction in which you may be involved.

Acting within Authority (CC-VPS 3.2 Using Powers At Work)

Employees may have a delegated authority for either financial or human resources as a part of their role. These are detailed in the Delegation of Authority Policy. In all cases employees are expected to act within this delegated authority. Employees who do not have an authority are not to make arrangements or commitments on behalf of the Nature Parks at any time. **Engaging a Contractor or External Consultant (CC-VPS 1.4 Contractors and Consultants)**


When selecting a contractor or external consultant (including contractors or consultants engaged through an employment agency), the selection process must conform to the Nature Parks Procurement and Payment Approval policy. This includes declaring any possible conflict of interest prior to being engaged in assessment of quotes or submissions.

All contractors and external consultants engaged are required to comply with this Code of Conduct. The performance of contractors and external consultants must be monitored against these standards by the employee responsible for the project or item of work.

Physical Resources and Organisation Sustainability (CC-VPS 5.3 Work Recourses)

Physical resources include funding/budgetary allocations, staff or equipment (for example photocopiers, stationery and computers) for which an employee is accountable and should be used effectively and economically in the course of their duties for the purposes of the Nature Parks business.

Use of the internet, intranet, e-mail and telephone systems must comply at all times with relevant Nature Parks Policies.

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Intellectual Property (CC-VPS 5.3 Work Recourses)

The Nature Parks retains the copyright of work produced by employees during their employment. Employees may retain the copyright of the work only if approved by the Nature Parks or if they are able to demonstrate that they did not use the Nature Parks time, name, information or resources in producing the work. Any royalties or payments made to an employee as a result from work produced during working hours, and their employment with the organisation must be disclosed to the CEO for review and approval.

Behaviour (CC-VPS 6.1 Fair and Objective Treatment)

Employees should ensure that their behaviour and actions are fair and non-discriminatory. The Nature Parks does not tolerate unlawful discriminatory, bullying or harassing behaviour.

Employees must treat all clients and members of the public with whom they have contact in the course of their work fairly, objectively and with courtesy and sensitivity.

In the performance of their duties and in their private life, employees must uphold the reputation of the Nature Parks at all times and to behave with the highest ethical standards. Employees must avoid conduct that may adversely affect their standing as a public official, or which may bring the organisation into disrepute.

Value Diversity

Equity and diversity (CC-VPS 6.4 Equity and Diversity)

Employees are required to follow the spirit as well as the legal requirements relating to discrimination, harassment, bullying and victimisation.


Together, we aim to create an environment that is free of discrimination, harassment, bullying and other unacceptable behaviour. When an allegation of this type of unacceptable behaviour is made, the Nature Parks is committed to following its policies, Enterprise Agreement and the appropriate legislation.

Understanding human rights (CC-VPS 8.1 Understanding Human Rights, 8.2 Making Decisions and Providing Advice Consistent with Human Rights, 8.3 Implementing Human Rights, 8.4 Protecting Human Rights)

Employees should be aware of, and understand the human rights protected by the Charter of Human Rights and Responsibilities Act 2006 (“the Charter”).

All proposed new or amended policy is subject to review against the provisions of the Charter and any potential breach or limitation is minimised or removed.

The Nature Parks is committed to providing any training that may be required.

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Reporting Unethical Behaviour (CC-VPS 3.6 Reporting Unethical Behaviour)

Employees are required to comply with legislation, policies and lawful instructions in the performance of their work and representation while employed by the Nature Parks. Employees should report to their manager or the Human Resources Department any workplace behaviour that violates any law, rule or regulation, or could represent corrupt conduct, mismanagement of public resources, or is a danger to public health or safety or to the environment.

Information about making a complaint under the Protected Disclosures Act is available on Nature Parks' intranet and the internet.

The Issues Resolution Chart provides detailed information for the processes employees make take when they have an issue.

Breaching the Code of Conduct (CC-VPS 1.7 Breach of this Code)

Breaches of the Code of Conduct are considered serious and performance management and/or disciplinary action may be initiated in accordance with the Nature Parks Disciplinary Policy, performance management process and/or the appropriate industrial instrument.

Depending on the nature and impact of the breach this process could, in turn, result in termination of employment or in the instance of contractors/consultants/volunteers contract termination.

4. Related documents

Legislation/Regulations	Code of Conduct for Victorian Public Sector Employees; Protected Disclosures Act 2012; Charter of Human Rights and Responsibilities Act 2006; Equal Opportunity Act;
Policies	Drug and Alcohol Policy, Conflict of Interest Policy, Privacy Policy, Social Media and Internet Policy, Delegation of Authority; Financial Code of Practice Policy; Procurement and Payment Approval Policy; Equal Opportunity, Anti-Discrimination, Anti-Harassment and Bullying Policy; Outside Employment Policy; Use of Nature Parks Assets Policy;
Procedures	Issues Resolution Chart (Employees), Issues Resolution Chart (Volunteers)
Forms	

5. Approval

Document Reviewed by:

- Manager, Human Resources
- Chief Executive Officer

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Document Approved by:

- Board

Signed:



Jeff Floyd
Chair
30 March 2017