

# Code of Conduct

SAMPLE

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## Purpose and Scope

This Code of Conduct sets out the standards of behaviour expected of all workers engaged by [Company Name], including employees, officers, contractors, labour hire workers, volunteers, apprentices, trainees and work experience students. It is designed to support a safe, healthy and respectful workplace and to ensure compliance with Australian work health and safety (WHS) legislation and other relevant laws.

The Code applies to all work-related activities, whether undertaken on [Company Name] premises, at client sites, during travel, at work-related events, or when representing [Company Name] in any capacity, including online and via social media.

This document should be read in conjunction with:

- [Company Name] WHS Policy
- [Company Name] Risk Management Procedure
- [Company Name] Bullying, Harassment and Discrimination Policy
- [Company Name] Drug and Alcohol Policy
- Relevant enterprise agreements, contracts of employment and position descriptions

## WHS Principles and Legal Obligations

[Company Name] is committed to providing, so far as is reasonably practicable, a work environment that is without risks to health and safety. This commitment is underpinned by the primary duty of care under the Work Health and Safety Act and associated Regulations in the relevant Australian jurisdiction.

All workers have legal obligations to:

- Take reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of others
- Comply, so far as they are reasonably able, with any reasonable instruction given by [Company Name]
- Cooperate with any reasonable policy or procedure relating to health and safety that has been notified to them

These obligations are non-negotiable and form a core part of this Code of Conduct.

## Expected Standards of Behaviour

### General Conduct

All workers must:

- Act honestly, ethically and with integrity in all work-related activities
- Treat others with dignity, courtesy and respect at all times

- Perform their duties with due care, skill, diligence and professionalism
- Follow reasonable management directions, policies and procedures
- Use [Company Name] resources and equipment responsibly and only for authorised purposes
- Respect the privacy and confidentiality of colleagues, clients and stakeholders

Unacceptable conduct includes, but is not limited to:

- Aggressive, abusive or intimidating behaviour
- Dishonesty, fraud or theft
- Wilful damage to property or equipment
- Serious or repeated breaches of WHS requirements
- Behaviour that brings [Company Name] into disrepute

## WHS-Focused Behaviour

Workers must:

- Follow all safe work procedures, instructions and training
- Use personal protective equipment (PPE) as required and maintain it in good condition
- Only undertake tasks for which they are trained, competent and authorised
- Not interfere with or misuse anything provided for health, safety or welfare
- Promptly report hazards, incidents, near misses and injuries

Checklist – WHS Behavioural Expectations:

- I stop and think about the risks before starting any task
- I follow documented safe work procedures and instructions
- I use PPE correctly and maintain it as required
- I never bypass guards, interlocks or safety devices
- I report hazards and incidents immediately
- I look out for the safety of co-workers, clients and visitors

## Responsibilities and Accountability

### Officers (e.g. Directors, Senior Managers)

Officers have a duty to exercise due diligence to ensure that [Company Name] complies with its WHS obligations. This includes taking reasonable steps to:

- Acquire and keep up-to-date knowledge of WHS matters

- Understand the nature of [Company Name]'s operations and associated hazards and risks
- Ensure appropriate resources and processes are in place to eliminate or minimise risks
- Verify that WHS processes are implemented and effective
- Foster a culture where safety and ethical conduct are prioritised and modelled

## **Managers and Supervisors**

Managers and supervisors must:

- Lead by example in complying with this Code and all WHS requirements
- Clearly communicate expectations for safe and respectful behaviour
- Ensure workers receive appropriate induction, information, instruction, training and supervision
- Consult with workers on WHS matters and encourage participation
- Respond promptly and effectively to reports of hazards, incidents or misconduct
- Take corrective and disciplinary action where breaches of the Code occur

## **Workers**

All workers must:

- Understand and comply with this Code of Conduct and related WHS policies
- Participate in consultation, training and safety initiatives
- Immediately report hazards, unsafe conditions, incidents, injuries and near misses
- Cooperate with investigations and corrective actions
- Notify their supervisor of any condition (e.g. medical, fatigue, medication) that may affect their fitness for work

## **Visitors, Clients and Contractors**

[Company Name] expects visitors, clients and contractors to:

- Comply with WHS induction and site rules
- Follow all reasonable instructions from [Company Name] representatives
- Behave respectfully towards workers and others on site

Contractors must also:

- Comply with this Code and all applicable WHS legislation
- Implement and maintain their own safe systems of work where required
- Provide evidence of licences, competencies and insurances upon request