

Name of Policy	Staff Code of Conduct Policy
Description of Policy	This policy clarifies and describes the standards of behaviour that are expected of 4GR Pty. Ltd. staff whilst forming their duties. It affirms 4GR's belief in responsible social and ethical behaviour from all employees.
Policy Status	New Policy <input checked="" type="checkbox"/> Revision of existing policy

Policy written by	Gillian Baldwin
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Policy Reviewed by	Gillian Baldwin
Policy Approval date	4 th December 2019
Policy Approved by	Gillian Baldwin
Date of next policy review*	January 2021

* Unless otherwise indicated, this policy will still apply beyond the review date.

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Policy Purpose

This policy clarifies and describes the standards of behaviour that are expected of 4GR Pty. Ltd. staff whilst forming their duties. It affirms 4GR's belief in responsible social and ethical behaviour from all employees.

Scope of Policy

This policy covers applies to all staff engaged in 4GR Pty.Ltd activities.

Policy Statement

4GR Pty. Ltd is committed to the highest standards of conduct in providing its services including, but not limited to workshops, training sessions, recruitment services and client liaison. To meet these standards 4GR have developed this Code of Conduct Policy to cover all staff. Our employees have an obligation to the business, our clients and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine employee and client trust.

Relevant Legislation

Age Discrimination Act 2004 (Cth)
The Racial Discrimination Act 1975 (Cth)
The Human Rights and Equal Opportunity Commission Act 1986 (Cth)
The Disability Discrimination Act 1992 (Cth)
The Racial Hatred Act 1995 (Cth)
Sex Discrimination Amendment Act 2013 (Cth)
Fair Work Amendment Act 2018 (Cth)
Disability Act 2006 (Victoria)
The Equal Opportunity Act 2010 (Victoria)
The Racial and Religious Tolerance Act 2001 (Victoria)
Racial & Religious Tolerance Amendment Bill 2019 (Vic)
Children, Youth and Families Act 2005 (Victoria)
Working with Children Act 2005 (Victoria)
Child Wellbeing and Safety Amendment Act 2015 (Victoria)
Family Law Act 1975 (Cth)
The Commission for Children and Young People Act 2012 (Victoria)
Workplace Gender Equality Act 2012 (Cth)
Privacy Act 1988 (Cth)
Privacy & Data Protection Act 2014 (Vic)

Code of Conduct Policy

1. Commitment

1.1 4GR Pty.Ltd is committed to providing a work environment where all staff comply with all relevant legislation, 4GR policy and procedures and the 4GR Staff Code of Conduct. We are committed to the highest standards of conduct when providing our services including training, administration and consulting services.

2. Objectives

2.1 To fulfil this commitment 4GR Pty.Ltd will:

- Act and maintain a high standard of integrity and professionalism
- Be responsible and scrupulous in the proper use of Company information, funds, equipment and facilities
- Be considerate and respectful of the environment and others
- Exercise fairness, equity, courtesy, consideration and sensitivity in dealing with other employees, clients and suppliers
- Avoid apparent conflicts of interest, promptly disclosing to a 4GR Director or Manager, Victoria any interest which may constitute a conflict of interest.
- Promote the interests of 4GR Pty. Ltd.
- Perform duties with skill, honesty, care and diligence.
- Abide by policies, procedures and lawful directions that relate to your employment with 4GR Pty. Ltd. And/or our clients.
- Avoid the perception that any business transaction may be influenced by offering or accepting gifts.
- Under no circumstances may employees offer or accept money.
- Any employee, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

3. Conduct

3.1 4GR Directors expect their employees to:

- Co-operate when conducting themselves in a professional, ethical and socially acceptable manner to the highest standards
- Refrain from breaching this policy, if an employee is found to be in breach they may be subject to disciplinary action, including termination.

4. Training Requirements

4.1 All 4GR Pty.Ltd staff are required to successfully complete the 4GR Code of Conduct training. Code of Conduct Training is part of the 4GR staff induction programme. When completing induction training a checklist is used to ensure each document is covered with a new inductee. Staff must complete the training within their probationary period or within their first six months of employment if their probation period exceeds six months.

4.2 In addition, all staff are required to successfully complete 4GR Code of Conduct refresher training every 24 months, or at any time that the Code of Conduct is reviewed and updated. Each staff member is given a new copy of the Code of Conduct and signs to acknowledge receipt of same.

Related Documents

- Staff Performance Management, Development and Review Policy
- Staff Performance Management, Development and Review Procedure
- 4GR Values
- Discrimination, Bullying and Harassment Prevention Policy
- Complaints appeals and concerns Policy
- Staff Code of Conduct document
- Staff Misconduct procedure
- NDIS Commission – Workers Code of Conduct
- NDIS Commission Quality & Safeguards standards

Review

From time to time 4GR may make changes to this Policy and any related policies and documents to improve the effectiveness of its operation.

Further Assistance

Any staff member who requires assistance with this Policy and Guidelines should speak to one or both of the Directors of 4GR.