

THE CODE OF CONDUCT

INTRODUCTION

To assist all staff of the Company in defining and understanding the fundamental ethical principles there has been prepared a set of Guidelines to the Code of Conduct.

The Code of Conduct is a public statement of the standards of conduct and integrity expected of members of the Company. It aims to guide staff in identifying and resolving issues of ethical conduct which may arise in the course of their duties and, in so doing, maintain public trust and confidence in the integrity and professionalism of the Company.

We also encourage the development of new concepts through research and open discussion. The exploration of unconventional views is not merely tolerated but encouraged. The Code of Conduct is not intended to detract from this.

One of the guiding principles of the Company is a commitment to exemplary standards of integrity in all aspects of its affairs. The focus of the Code is therefore upon providing support for staff in achieving those standards. However, where staff conduct falls below the standards outlined in this Code, staff may be counselled in accordance with normal performance management strategies, and in accordance with performance reviews performed half yearly.

Application

The Code of Conduct applies to all staff of All Access Crewing Pty Ltd while acting in their official capacity. Visiting and adjunct staff and others acting in a voluntary capacity are also expected to behave in a manner consistent with these ethical obligations while participating.

CODE OF CONDUCT

THE PRINCIPLES

The fundamentals are:

respect for the law and system of government;
respect for persons;
integrity;
diligence; and
economy and efficiency.

1. Respect for the Law

- All Access Crewing Pty Ltd staff, in common with all citizens, have an obligation to observe the laws of the State and the Commonwealth and, when overseas, the laws and customs of the host country.

2. Respect for Persons

- All Access Crewing Pty Ltd staff is expected to treat peers, other staff and members of the community equitably and with respect. This involves:
 - - Courtesy and responsiveness in dealing with others
 - Fairness in supervising and dealing with other staff
 - Making decisions that are procedurally fair to people
 - Avoiding discrimination on grounds such as gender, sexual orientation, race, disability, cultural background, religion, marital status, age or political conviction

- An awareness of and respect for cultural difference
- Engaging in rational debate and allowing alternative points of view to be expressed
- Avoiding behaviour which might reasonably be perceived as harassment, bullying or intimidation

3. Integrity

- Staff should be honest in carrying out their duties, and avoid conflicts between their private interests and their work responsibilities with respect to:
 - - Personal relationships
 - Sexual relationships
 - Financial relationships
 - Receipt of gifts
 - Outside work
 - Use of confidential information obtained in the course of work duties
 - External activities and public comment.
- Staff is supported in innovative and independent research or marketing, but in so doing, should adhere to principles for the ethical conduct of research or marketing.
- Ethical teaching practice.

4. Diligence

- Staff should carry out their duties in a professional and conscientious manner. This involves:
 - - Carrying out official decisions and policies faithfully and impartially
 - Seeking to attain the highest possible standards of performance
 - Exercising care for others in employment-related activities
 - Ensuring outside extraneous interests do not interfere with a staff member's official duties or responsibilities
 - Adhering to professional codes of conduct where applicable.
- Staff is encouraged to report fraud or corrupt conduct to appropriate All Access Crewing Pty Ltd authorities.

5. Economy and Efficiency

- Staff should use the Company resources only for legitimate work purposes.
- Staff should avoid waste.
- Staff should maintain adequate security over Company property, facilities, and resources.

Staff should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times.

GUIDELINES TO THE CODE OF CONDUCT

The purpose of the Guidelines is to provide a guide to staff seeking to understand the fundamental ethical principles expressed in the Code, and to illustrate their application in the work context.

Staff with concerns regarding the application or contravention of the Code or these Guidelines in a particular situation should be aware that grievance procedures exist. Where grievance procedures do exist, concerns should be raised accordingly. In other situations, staff should consult their immediate supervisor,

Example

Persistently rude or unnecessarily aggressive behaviour towards other members of staff or to general public is unacceptable.

Example

A supervisor should make available development and training opportunities without patronage, favouritism or unfair discrimination.

Example

Formal and informal mechanisms for consultation and communication with staff within a discipline, section are encouraged.

Example

Where an adverse report is received concerning a staff member's performance or conduct, that staff member should be given the opportunity to respond

Example

Evaluations of staff performance and decisions based on these evaluations should conform to policies and guidelines.

Example

Criticism of ideas should be distinguished from personal criticism.

Example

Staff should not verbally abuse, vilify or belittle other staff, either personally or to others.

Example

Shouting abuse at other staff is commonly perceived as intimidating or bullying.

Example

Expectations of staff in respect of performance criteria should be explained clearly and in a timely fashion.

Example

Teaching staff should make themselves available for individual consultation by students for reasonable periods of time, whether in person or by other means.

Example

A staff member should not be unfairly penalised for adhering to a defensible alternative view or approach.

Example

A member of staff should not participate in decisions relating to the appointment of a relative.

Example

Staff members who become involved in a sexual relationship with other staff under their supervision should withdraw from the supervisory role. If this is not possible (for example, due to there being no alternative disciplinary expertise), the associate supervisor should assume equal responsibility for supervision.

Example

Staff having computerised access to information should not access information for private purposes.

Example

Where a student or worker confides in a staff member, the information should not be discussed with or revealed to others, except to the extent where this may be necessary to take action or reach decisions concerning the person who has provided the information.

Example

Staff giving advice to students about necessary procedures should ensure that the information is up-to-date and accurate.

Example

Paid outside consultative work undertaken by staff should be undertaken only in accordance with policy and guidelines and should not interfere with performance of the staff member's work or administrative duties.

Example

Party-political activity should not be undertaken during working hours, nor involve the use of Company resources.

Example

Electronic mail and access to the Internet and computerised information systems are provided to staff to enhance their employment activities, and should be used only for this purpose.

Example

Staff should not remove equipment from the premises, except where this is necessary for use by the staff member for work or training purposes and where they have appropriate permission. Where staff members have property, eg. laptop computers, at home, they must ensure that the location of the equipment is appropriately recorded on an asset register.

Example

Staff should report possible breaches of security to the appropriate authority.

Also see Policy Manual