

# Skillinvest

## Code of Conduct

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<b>Approval:</b>	Any updates or amendments to this policy must be approved by the Skillinvest Senior Management Group



skillinvest

# SKILLINVEST LIMITED

## CODE OF CONDUCT

### Skillinvest Core Purpose and Values

We exist to deliver exceptional employment, education and training services, to create opportunities for growth and prosperity for our customers, students, our communities and staff.

We will act with integrity, compassion and respect, and work collaboratively to be the best whilst searching for better ways to benefit our markets.

### P.R.I.D.E

- 1) Progressive Spirit**      Leading not following, striving to make a difference, searching for better ways.
  
- 2) Respect**                      Recognising equality and diversity, acting with compassion and respect.
  
- 3) Integrity**                      Honesty and ethics in our actions and words. Governance and leadership as an organisation.
  
- 4) Dedication**                      Genuine care and commitment to providing opportunities and benefit for our customers, communities and colleagues.
  
- 5) Exceptional delivery**      Doing what we say; flexible and responsive, excellence in all that we do.

This Code describes the standards of conduct expected of our workers, both staff and contractors. It provides a set of guiding principles to help us make the right decisions. Staff and contractors of Skillinvest must not engage in any form of conduct that is prejudicial to the principal objects of Skillinvest, its staff, clients or stakeholders.

This Code applies in all circumstances connected with work, including but not limited to events and functions outside of normal work hours.

The Code cannot cover every possible situation but affirms Skillinvest's commitment to responsible social and ethical behaviour from all workers. The Code provides a framework of principles for conducting business and dealing with other workers, clients, students, apprentices, trainees and any other individual or organisation engaged in business with Skillinvest.

### **Equity & Diversity**

Skillinvest is committed to an inclusive workplace that embraces and promotes diversity through a range of initiatives including a focus on Aboriginal and Torres Strait Islander, migrant, disability and equal opportunity employment.

We value and respect the unique contributions that people from diverse backgrounds make to the development and success of Skillinvest.

### **Professional relationships between Skillinvest staff/contractors and Skillinvest students, apprentices, trainees and clients**

Skillinvest staff and contractors are expected to behave in a way that promotes the safety, welfare and well-being of students, apprentices, trainees and clients.

While not all staff and contractors are required to manage and supervise students, apprentices, trainees and clients it is important for all staff and contractors to understand and observe this policy and related policies. Staff and contractors who work with young people have a moral and ethical responsibility in presenting themselves as appropriate role models for those young people. Modeling effective leadership and respect in interactions with young people can have a profoundly positive influence on a young person's personal and social development.

A professional relationship may be compromised if a staff member or contractor;

- Invites Skillinvest students, apprentices, trainees or clients to join their electronic social networking site or accept invitations from these groups to join theirs.
- Attends parties or socialise with Skillinvest students, apprentices, trainees or clients.
- Invites Skillinvest students, apprentices, trainees or clients back to your home or attend their home or accommodation without an appropriate professional reason.

### **Protecting confidential information**

Skillinvest collects and stores confidential information. Unauthorised disclosure may cause people harm, or give an individual or competitor an improper advantage. Skillinvest's integrity and credibility may be damaged if it cannot keep information secure.

As a Skillinvest staff member or contractor, you must only use work related information for the work related purpose it was intended.

You must make sure that confidential information, in any form, cannot be accessed by unauthorised people. Sensitive information must only be provided to people, either within or outside Skillinvest who are authorised to access it.

You should always exercise caution and sound judgment in discussing other people's personal information with other Skillinvest staff or contractors. Normally information should be limited to those who need to know in order to conduct their duties, or to those who can assist in carrying out our work because of their expertise.

### **Professional Responsibilities**

Staff and contractors are responsible for their own behaviour and are required to conduct themselves in the following manner with regard to every undertaking associated with Skillinvest.

- Be honest, open and transparent and report improper conduct,
- Immediately disclose changes regarding license or qualification status to the relevant Manager,
- immediately disclose any behaviours which have resulted in police involvement to the relevant Manager,
- Behave honestly and with integrity;

- Demonstrate compassion and respect for others;
- Avoid behaviours that discriminate, harass or bully;
- Use Skillinvest property and money efficiently, carefully and honestly with due authorisation and without misappropriation;
- Comply with lawful and reasonable instructions;
- Behave in a way that upholds the values, integrity and reputation of Skillinvest
- Not violate or cause others to violate health and safety regulations;
- Not victimising others who reports a breach in policy;
- Not attend work under the influence of prohibited drugs or alcohol;
- Not use Skillinvest equipment or property for private purposes without prior approval;
- Not use authority or office for personal gain;
- Maintain and protect Skillinvest confidential information;
- Balance the interests of Skillinvest (employer) with your own responsibilities and commitments
- Be conversant with codes of other organisations/associations relevant to employee/contractor responsibilities and abide by all codes of organisations of which Skillinvest is a member
- Ensure that all contracts and terms of business are clear, concise and honoured in full, unless terminated or modified by mutual consent
- Ensure that all communications are inclusive, informative, true and not misleading, respecting the moral standards and the dignity of the individual
- Provide full disclosure of any personal conflict of interest
- Comply with Skillinvest policies and procedures.

### **Breach of Law or Policy**

Staff and contractors are required to comply with relevant laws and regulations. If you are unsure what laws and regulations apply please discuss this with your Manager.

Employees are required to comply with policies and procedures of Skillinvest. Any breach of this policy may result in disciplinary action, up to and including termination of employment.

### **Related Policies**

Conflict of Interest Policy

Equal Employment Opportunity (Discrimination, Harassment and Bullying) Policy

Professional and Personal Relationships in the Workplace Policy

Social Media Policy

Confidentiality Policy – not yet developed

### **Skillinvest Diversity Clause:**

Skillinvest is committed to workplace diversity and equity and to achieve equal representation of women and men across the workplace. The organisation undertakes and is committed to establishing proactive strategies and targets to ensure diversity and equity in the workplace.