



**Australian  
Education  
Union** SA Branch

# Code of conduct

Policy and procedures.

Approved by Branch Council 2021-05-24.



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## Code of conduct

The Australian Education Union (SA Branch) (AEU) expects that its employees will always display the highest standards of professional and personal conduct in serving the needs of customers and stakeholders.

The AEU Code of Conduct reflects our commitment to working together to drive a safe, ethical, fair, and professional work environment for all employees and key stakeholders. It empowers us to carry out our respective roles and responsibilities in a way that promotes a better working environment for ourselves and for everyone with whom we come into contact. These values and behaviours underpin the way we work and are an important reference for the behavioural expectations at AEU.

This policy should be read in conjunction with the Respectful Workplace Behaviour Statement that also outlines the standards of behaviour that are acceptable in the workplace.

## Obligations

AEU expects the highest standard of behaviour from its employees, and this includes a requirement for all employees to be aware of how their behaviour can impact others. To achieve this standard, it is the general expectation that all employees, including others who may be working on behalf of AEU, will behave in an acceptable manner – treating others with courtesy, respect and consideration – and conducting themselves professionally when interacting with clients and anyone in the course of their daily duties. We are fully committed to creating and sustaining a positive and mutually supportive working environment where staff can work collaboratively and productively together, and where staff are equally valued and respected.

Your obligation requires that you:

- Comply with prevailing community standards of equity, justice, fairness and compassion in dealing with others within and beyond the AEU.
- Perform duties in a responsible and professional manner, with due regard for company policies and other legal requirements and obligations.
- Exert responsible stewardship of AEU resources.
- Promote and protect the AEU's reputation in the wider community.
- Act appropriately when a conflict arises between our self-interest and our duty to the AEU.

## Behaviour



It is recognised that personalities, characters, and management styles are all different from person to person, but the expectation is that the way all staff approach our working life must always be acceptable to others through applying principles that include:

## **Personal conduct**

All employees are expected to:

- Treat everyone with courtesy, respect, kindness, consideration, and sensitivity to their rights.
- Refrain from all forms of harassment and discrimination based on gender, race, religious belief, political affiliation, pregnancy, disability, sexual orientation, or illness.
- Always act honestly, in good faith, and respectful of the trust placed in us.
- Respect everyone's rights to privacy and keep personal information in confidence.
- Consider the impact of our decisions and behaviour on the well-being of others.
- Refrain from acting in any way that would unfairly harm the reputation and career prospects of other employees.
- Refrain from allowing personal relationships to affect professional relationships.
- Seek advice from a manager (includes Branch Executive as the committee of management) where a colleague's behaviour is perceived to be in breach of the Code, and report any suspected corrupt, criminal, or unethical conduct to the Branch Secretary.

## **Professional conduct**

All employees are expected to:

- Perform duties diligently, impartially, conscientiously, with integrity, and to the best of their ability.
- Take responsibility for the health and safety of themselves and others when carrying out their duties.
- Keep up to date with advances and changes in the body of knowledge and the professional and ethical standards relevant to their area of expertise.
- Strive to always achieve the highest product, service, and professional standards.



- Comply with any relevant legislative, industrial, or administrative requirements including observance and application of anti-discrimination policy. Comply with the principles of environmental responsibility.
- Foster teamwork and collegiality among all employees, and always give due credit to the contributions of others.
- Maintain adequate documentation to support any decisions made.
- Take no improper advantage of any official information gained in the course of their employment.
- Refrain from allowing personal political views and/or affiliations or other personal interests to influence the performance of duties or exercise of responsibilities.

## **Stewardship of AEU resources**

All employees are expected to:

- Use AEU technical and physical resources properly, responsibly and for legitimate purposes only.
- Seek permission before using AEU property for personal purposes.
- Use resources in a manner that causes no harm to the community or environment.
- Strive to always obtain value for AEU money spent and avoid waste and extravagance in the use of the AEU resources.
- Secure AEU property against theft or fraud
- Maintain the integrity and security of all AEU intellectual property.
- Maintain the security, integrity, and confidentiality of all relevant AEU commercial and other information.

## **Protection and promotion of the AEU's reputation**

All employees are expected to:

- Promote the AEU wherever possible in our professional dealings with others.
- Refrain from representing themselves as spokespersons or acting for or on behalf of the AEU unless authorised to do so (and when in doubt seek advice from the Branch Secretary).

Refrain from engaging in any activity that may compromise the AEU's integrity and reputation.

## Dealing with conflicts of interest

All employees are expected to:

- Ensure that financial and other interests and actions do not conflict or seem to conflict with the obligations and requirements of AEU's position – or advance their interests over those of the AEU.
- Avoid any financial or other interest or undertaking that could directly or indirectly, compromise the performance of their duties.
- Take all suitable measures to avoid or deal appropriately with any situation in which they may have or been seen to have a conflict arising out of their relationship with others within or beyond the AEU.
- Notify the Branch Secretary, as appropriate, of the existence of an actual or potential conflict of interest.
- Declare their relationship when participating in decisions affecting another person with whom we have a personal relationship.

These behaviours are not exhaustive and are detailed to encourage reflection on the impact that our behaviour has on relationships and our contribution to building a positive work environment. Employees are required to comply with the code of conduct.

## Compliance and breaches

All AEU employees have a responsibility to ensure that their behaviour is consistent with the Code of Conduct and to take appropriate action when they directly experience or observe behaviour, which they consider to be inappropriate in accordance with the 'Internal Complaints & Grievance Management' Policy.

Any behaviour which is contrary to the spirit or stated requirements will result in action being taken in accordance with the Managing Workplace Performance Policy and Procedure.



## Acknowledgement

Please sign your acknowledgement of this policy and procedure. By signing the acknowledgment, you are making a declaration that you have read, understood, and agree to abide by this policy and procedure as an employee/agent/contractor of the AEU. Please return this acknowledgement to the Branch Secretary as soon as you have signed it.

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Employee name

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Signature

Date

## Policy approval

<b>Content Author:</b>	The Engaged Space	2021-05-01
<b>Delegated Authority:</b>	AEU-SA Branch Executive	2021-05-24

## Revision history

<b>Date</b>	<b>Version</b>	<b>Author / amended by</b>	<b>Comments / review history</b>
2021	1	The Engaged Space	New policy created to align with a suite of policies and procedures

# Respectful workplace behaviour statement

Endorsed by Branch Executive as of 2020-09-07 – EXM17

The AEU is committed to providing safe, respectful, positive, and supportive working environments for all staff which fosters workforce wellbeing, productivity, and quality service for AEU members.

AEU is committed to upholding the principle of equal opportunity by treating all people with dignity and respect.

This Statement applies to all AEU staff including elected officers.

In the AEU a respectful workplace is one where all employees are treated fairly, differences are acknowledged and valued, communication is open and courteous, conflict is addressed early and there is a culture of empowerment and cooperation.

The perspectives and experience present in a diverse and inclusive workforce enhances the quality and depth of decision making and improves collaboration and teamwork at all levels of the organisation.

Workplace culture is created by, and the responsibility of all employees.

## **1. What are the benefits of a respectful workplace?**

The benefits to the AEU of implementing strategies that support a positive workplace culture that are underpinned by the principles of respect include:

- Greater capacity to attract and retain the best people and be seen as an employer of choice.
- Greater workplace harmony and reduced complaints.
- A more capable, productive, and adaptable workforce that is responsive to AEU member needs and expectations.
- A more culturally aware workforce that reflects and better understands AEU members.
- A more innovative organisation.
- Improved health and wellbeing of all employees.

## 2. What is respectful workplace behaviour?

All AEU employees are expected to ensure that their behaviour is consistent with the standards of behaviour set out in this Statement, including but not limited to:

- Interacting with others in a professional, courteous, and polite manner that does not interfere with the health, safety, and comfort of others.
- Be fair and equitable in your treatment of others.
- Communicating in a clear, calm, and professional manner to others.
- Being open to and accepting that others have different experiences, skills, attributes and views on life and work.
- Being approachable, considerate, and honest when dealing with others.

Consistent with respectful workplace standards, the AEU expects that when conflict arises in the workplace all parties will work towards resolving issues in a timely, open, and respectful way.

## 3. AEU Staff Values

We make a commitment to these values:

