

# FutureNow.

## Policy 2.1: Code of Conduct

### 1. Purpose

The purpose of this Code of Conduct (the Code) is to ensure that all employees of FutureNow—Creative and Leisure Industries Training Council Inc. (FutureNow) have a clear understanding of the standard of conduct expected when undertaking their duties, and that they behave in a manner consistent with FutureNow’s core values.

### 2. Scope

This policy applies to all FutureNow employees.

In this policy, 'workplace' includes FutureNow’s premises and any place where a person goes while at work, including a work-related event.

### 3. Abbreviations

CEO: Chief Executive Officer

the Code: the Code of Conduct

FutureNow: FutureNow—Creative and Leisure Industries Training Council Inc.

### 4. Policy statement

FutureNow recognises the importance of a workplace culture and environment based on its core values of equality, collaboration, professionalism, accountability and respect. The Code is informed by and reflects these core values.

The Code outlines the required standard of acceptable conduct and behaviour that is expected of all FutureNow employees in the performance of their duties and interactions with other staff, clients, visitors and other stakeholders. The Code supports FutureNow’s capacity to maintain the trust and confidence of government, industry partners, education and training sector partners, and other stakeholders.

The Code cannot cover all possible circumstances and does not provide an exhaustive list of what to do in every aspect of an employee’s work. Rather, it is intended to provide employees with a broad ethical framework to guide interactions in the workplace, and decisions and behaviours in the performance of their duties.

### 5. Responsibilities

The Code obliges all FutureNow employees to commit to the organisation’s core values and take responsibility for their own actions and decisions. To that end, all employees are responsible for:

- being aware of and complying with the Code, including any updates;
- role modelling the required standards of behaviour;
- incorporating FutureNow’s core values into all aspects of their work and behaviour;
- reporting behaviour that may not meet the required standards of the Code; and
- being accountable for their own behaviours and decisions.

In addition to the above, the Code requires the Chief Executive Officer (CEO) to be responsible for:

- ensuring all employees are aware, and have access to copies, of the Code and its requirements, including any updates to the Code;
- being a role model for employees through the day-to-day management of employees; and
- taking appropriate action in relation to breaches of the Code.

## **6. Policy application**

Employees are expected to perform their duties in a lawful, respectful, friendly and collegial manner, upholding the highest standards of honesty and integrity.

Employees must protect the privacy and commercial in confidence nature of information gathered and stored by FutureNow, and always act in accordance with FutureNow's Privacy and Confidentiality Policy. This includes only accessing and using information as authorised and required for work purposes, and only releasing information when authorised to do so or when required by law.

Employees must be aware of and meet their obligations in relation to their recordkeeping responsibilities. This includes establishing, maintaining and, where appropriate, disposing of records in accordance with FutureNow's records management practices and procedures.

FutureNow's equipment, facilities and resources must be used appropriately and in pursuit of the organisation's purpose and vision. Employees may use FutureNow's telephones, computers and photocopiers for private purposes provided that use is minimal.

Employees must take reasonable steps to avoid—and where this is not possible, properly disclose—situations that create an actual, perceived or potential conflict of interest in relation to their work with FutureNow. Any such conflict of interest must be fully disclosed to the CEO and managed appropriately.

Employees must not demand or solicit any gift, benefit or hospitality outside the scope of their employee entitlements. Gifts, benefits or hospitality can only be accepted where it would not breach professional standards and integrity, and where it would not create an actual, perceived or potential conflict of interest. All such gifts, benefits and hospitality must be fully disclosed to the CEO.

FutureNow recognises the occupational health and safety risks associated with the use and misuse of alcohol and other drugs. All employees are required to be fit for work and not impaired by alcohol and drugs, and while at work, remain capable of safely performing their duties. Employees also have a responsibility to behave appropriately when representing FutureNow at functions and events.

The Board has delegated the management, operation and administration of FutureNow to the CEO, with the CEO being responsible for reporting to the Board. All other employees of FutureNow are not authorised to engage with or provide information to any Board member unless authorised by the CEO.

Employees are expected to be familiar with and follow all FutureNow policies relevant to their role and responsibilities.

## **7. Breaches of the Code**

All employees are responsible for knowing, understanding and following the Code throughout the course of their employment with FutureNow. Suspected or alleged breaches of the Code must be reported to the CEO for appropriate action. When a breach of the Code is established, the responsible employee may be counselled and subject to disciplinary action, up to and including termination of employment.

## **8. Associated Documents**

Western Australian Employment Legislation:

- *Occupational Safety and Health Act 1984*
- Occupational Safety and Health Regulations 1996
- *Workers' Compensations and Injury Management Act 1981*
- Workers' Compensations and Injury Management Regulations 1982

FutureNow Human Resources Management Policies:

- CEO Employment and Delegations Policy
- Safety and Wellbeing Policy
- Risk Monitoring and Management Policy
- Privacy and Confidentiality Policy

## **9. Authorisation**

This Policy has been authorised by the CEO and the Board of FutureNow.