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| **CODE OF CONDUCT FOR EMPLOYEES** |

**1. PURPOSE OF THE CODE OF CONDUCT**

All employees have a responsibility towards apprentices, trainees, host employers and Osmac Group Training P/L. (OGT) The purpose of this Code of Conduct (the code) is to provide employees with guidance on the standards of behaviour expected of them in performing their duties of employment and in their dealings with fellow employees, apprentices, trainees, host employers and members of the community. The code provides a general framework of principles to be adopted by employees with respect to their conduct while employed by OGT. The Code is not intended to address specific situations that may arise with respect to what is acceptable and unacceptable behaviour. The standards of conduct required to be met under the code exist alongside the standards of behaviour and performance required of employees under their contract of employment, OGT policies, industrial agreements and any other ethical or professional code of conduct that may bind an employee of OGT. The Managing Director may alter the code at any time and employees must observe the code as amended from time to time.

**2. GENERAL PRINCIPLES GUIDING EMPLOYEES CONDUCT**

All employees have a responsibility to:

• Respect and uphold the good name of OGT;

• Treat other employees, apprentices and trainees with respect, courtesy, fairness and

without discrimination;

• Act honestly, avoiding situations which may give rise to a conflict of interest or the

perception of such a conflict;

• Carry out their duties in a professional, responsible and diligent manner.

**3. STANDARDS TO BE OBSERVED IN PERFORMING DUTIES**

In performing their duties of employment employees are expected to observe the

following obligations:

A) Be familiar with all regulations, policies and procedures and observe the objects of OGT

B) Observe and comply with all the laws of the State and Commonwealth;

C) Be aware of the position of trust they hold and the increased obligation on them when

dealing with apprentices, trainees and host employers;

D) Protect and respect the rights and reputations of other persons in particular

fellow employees, apprentices, trainees and host employers;

E) Avoid behaviour that could reasonably be perceived as bullying, harassment,

intimidation, discrimination on any basis, or threatening in any other way;

F) Avoid conflict of interest situations. Without limiting the types of situations where conflict

arises, employees should:

• Not engage in personal relationships of any kind with apprentices, trainees or host

employers;

• Avoid personal relationships with other employees which may give rise to a conflict of

interest. For example, when an employee is required to supervise another employee with

whom they have a personal relationship;

• Not accept any direct or indirect pecuniary or other benefit from a third party in

connection with the performance of duties without prior written permission from OGT.

Where the potential for conflict cannot be avoided, employees should take steps to

appropriately disclose that interest.

G) Not engage in any scandalous behaviour;

H) Carry out their duties of employment conscientiously and at all times act honestly and

with integrity;

I) Comply with any lawful and reasonable direction given by the Managing Director or

his delegate;

J) Give due credit to the contributions of other employees apprentices and trainees

K) Take reasonable steps to protect and not disclose confidential information, in

particular:

• Any information pertaining to the operations of OGT; or

• Any information relating to apprentices, trainees, host employers or other employees.

L) Demonstrate the highest professional and ethical standards. When making public

comment, employees must clearly identify any views expressed as their own and not

those of OGT;

M) Use OGT facilities, resources and information in a proper manner;

N) Maintain and observe all safety and health procedures in the workplace.

Employees must not do any act or omission which may cause injury or harm to

any other person;

O) Not to use, distribute, sell, possess or be impaired by the use of drugs and alcohol in

the workplace.

**4. ADDRESSING A POSSIBLE BREACH OF THE CODE**

To promote and maintain the standards of conduct expected of OGT, it is important that any employee who has a concern about the conduct of another employee is able to raise their concern freely and without fear of intimidation or repercussion.

To encourage employees to come forward with any concern, OGT will:

• Consider all complaints seriously;

• Investigate, where appropriate, formal complaints immediately;

• Take all reasonable steps to ensure any employee who makes a complaint in good faith is

protected against any disadvantage, victimisation or discrimination because he or she

reported a breach of the code;

If, upon investigation, those responsible for conducting the investigation form the opinion that the complaint is untrue, frivolous or made maliciously or with intent to harm the employee to whom the complaint was made against or for some other reason was not made in good faith, the complaint itself may give rise to a breach of the code by the employee who made the complaint. OGT may initiate disciplinary action against any employee responsible for making the untrue, frivolous, malicious or harmful complaint.

**5. DISCIPLINARY ACTIONS**

OGT expects co-operation from all employees in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards. Any employee in breach of this policy may be subject to disciplinary action, including termination. Should an employee have doubts about any aspect of the Code of Conduct, they must seek clarification from the Managing Director. This policy will be regularly reviewed by OGT and any necessary changes will be implemented by the Managing Director.