

AFTRS Code of Conduct

All employees, contractors, volunteers and AFTRS will behave honestly and with integrity, without discrimination, and act with care and diligence.

In particular they will:

- a. treat everyone with respect and courtesy and without coercion, bullying or harassment of any kind;
- b. comply with all applicable laws and any instrument made under such laws;
- c. maintain appropriate confidentiality about dealings that the staff member has with any person during the course of their employment;
- d. not provide false or misleading information in response to a request for information that is made for official purposes;
- e. comply with any lawful and reasonable direction given by someone in AFTRS who has authority to give the direction;
- f. disclose and take reasonable steps to avoid any conflict of interest (real or apparent) in connection with their employment;
- g. use AFTRS resources in a proper manner;
- h. not make improper use of inside information, or their duties, status, power or authority in order to gain or seek to gain a benefit or advantage for themselves or another person;
- i. at all times behave in a way that upholds AFTRS Values and the integrity and good reputation of AFTRS, and
- j. not consume alcohol, legal drugs or other substances to the extent that they adversely affect performance during working hours.

A breach of any element of the Code of Conduct may result in an allegation of misconduct except clause (i) in the instance of "whistleblowing", unless the complainant is aware at the time that it is not grounded in fact.

If a staff member has a suspicion that this policy is being breached through fraudulent activity they should refer to the AFTRS Fraud Control Policy for guidance on how to report suspected fraud.