

AFTRS

AFTRS Code of Conduct

The AFTRS Code of Conduct applies to all members of staff including the AFTRS Council and all AFTRS contractors and volunteers.

AFTRS Code of Conduct

We are values-led, which means we strive for *Mastery*; we encourage *Daring*; we believe in *Merit*; we practice *Generosity* and we work *Together*. Our commitment to these values means that:

- We are committed to the open-minded pursuit of excellence;
- We are committed to working collaboratively;
- We foster creativity and innovation;
- We actively seek out diverse perspectives;
- We behave honestly, with integrity, and without discrimination;
- We act with care and respect in our day to day work and our dealings with others;
- We trust and value everyone's participation and contribution to the School.

In particular, we are committed to a workplace where:

- everyone is treated with respect and courtesy and without coercion, bullying or harassment of any kind;
- we understand and comply with all applicable laws and any instrument made under such laws;
- we maintain appropriate confidentiality about any dealings we may have with any person whilst performing our duties and comply with Privacy legislation;
- we never provide false or misleading information in response to a request for information that is made for official purposes;
- we act responsibly and comply with any lawful and reasonable direction given by someone at AFTRS who has authority to give the direction;
- employees are open and transparent in declaring and avoiding any real or potential conflict of interest;
- everyone uses AFTRS resources in a reasonable and proper manner;
- we do not make improper use of inside information, or our duties, status, power or authority in order to gain or seek to gain a benefit or advantage for ourselves or any other person;
- we always behave in a way that upholds the Values of AFTRS Values and its integrity and good reputation, and
- we do 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 could result in an allegation of misconduct. "Whistleblowers" will be exempt from this unless the complainant is aware at the time that allegations are not grounded in fact.

Additional General Duties of AFTRS Officials (Public Governance, Performance and Accountability Act 2013 – PGPA Act)

In addition to the Code of Conduct, Officials are specifically required to:

- exercise their powers, perform their functions and discharge their duties in good faith and for a proper purpose (the efficient, effective, economical and ethical means of achieving AFTRS' objectives and performing AFTRS functions);

- not improperly use their position or information they obtain as a result of their position to cause detriment to AFTRS, the Commonwealth or any other person, and
- ensure they disclose the details of any real or potential conflict interest they have that relates to the affairs of AFTRS, to their Divisional Director, the Chief Executive Officer, or the Director, People & Performance.

Document tracking

Date	Accountability	Revision
19 September 2018	Louise Hope & Wendy Thompson	Working draft created
25 September 2018	Diversity Taskforce	Reviewed and input
13 November 2018	Staff and Academic Representatives	Reviewed and input
22 November 2018	Consultative Committee	Reviewed and input
3 December 2018	Executive Team	Reviewed and signed off