

Code Of Conduct (Staff Members)

Title	Code of Conduct (Staff members)
Policy Number	62
Adopted by	Council
Adoption date	19 March 2025
Next review date	19 March 2027
Responsibility	Manager, People and Wellbeing

Document History

Version	Decision Number	Adoption Date	History
1	Resolution 52	25/03/2020	Doc ID: 232723
2	Resolution 61	31/08/2022	Doc ID: 244268
3	OCM/98	19/03/2025	

Purpose

The purpose of the Code of Conduct (The Code) is to govern, define and outline the expected behaviours of Tiwi Islands Regional Council employees and its representatives at all levels in performing duties for or acting on behalf of Council.

It sets a consistent and common understating of the behaviours, standards and values required in all work undertaken on behalf of Tiwi Islands Regional Council.

Scope

The Code applies to all Tiwi Islands Regional Council employees, personnel engaged through an agency or labour hire service arrangements, contractors and consultants.

Code of Conduct Principles.

1. Honesty and Integrity

1.1 All employees must behave honestly and with integrity whilst undertaking work on behalf of Council or on Council business.

2. Care and diligence

2.1 All employees must display care and diligence in performing their work requirements.

2.2 Employees must seek all relevant information pertaining to a task or decision, ask for clarification and instruction when required, and understand the ramifications of decisions and actions, including indecision or lack of action.

3. Courtesy

3.1 Employees must act with courtesy and respect towards other Council staff, Elected Members, contractors and members of the community.

4. Bullying, Harassment and Discrimination

4.1 TIRC aims to provide an environment where our people are treated with respect. Harassment, including sexual harassment, bullying or discrimination of any kind is not acceptable in our workplace.

4.2 Employees, contractors, and service providers must never engage in actions or behaviours that entail harassment, (including sexual harassment), bullying or discrimination.

4.3 Harassment is an unwelcome action, conduct or behaviour that a reasonable person would find unwelcome, humiliating, intimidating or offensive.

4.4 Sexual Harassment is an unwelcome sexual advance or request for sexual favours to the person who is harassed and other unwelcome conduct of a sexual nature in relation to the person who is harassed.

4.5 Bullying is a repeated behaviour directed towards an individual or group of individuals that is unreasonable and creates a risk to health, safety and well-being.

4.6 Discrimination is making unlawful distinctions between individuals and groups on the basis of any of protected attributes.

5. Inclusion and diversity

5.1 TIRC is dedicated to growing an inclusive and diverse workforce, aligned with the company's values of safety, excellence, accountability, and respect, where every person is treated fairly, feels respected and where they are able to contribute to business success and realise their full potential.

5.2 All employees must respect cultural diversity and must not discriminate against others based on their race, gender, sexual orientation, religious affiliation, political affiliation, age, marital status, pregnancy, parental status, impairment or medical history unless that discrimination is prescribed by law as fair discrimination.



6. Conflict of interest

- 6.1 Employees must avoid any conflict of interest, whether actual or perceived, when performing their duties and responsibilities.
- 6.2 Where a conflict in fact exists or arises during employment, the employee must immediately notify their immediate director or the Chief Executive Officer as the case may be.
- 6.3 Employees must comply with any statutory requirements or obligations of disclosure.

7. Bribery and corruption

- 7.1 Employees must not offer, promise, give, demand, or accept any undue advantage, whether directly or indirectly, to or from:
 - 7.1.1 a public official;
 - 7.1.2 a political candidate, party, or party official;
 - 7.1.3 a community leader or other person in a position of public trust; and
 - 7.1.4 any private sector employee in order to obtain, retain or direct business or to secure any other improper advantage in the conduct of business.

8. Confidentiality

- 8.1 Employees of the Council must not disclose confidential information during and after employment with the Council has ended.
- 8.2 Employees must not make use of or disclose any confidential or sensitive information or divulge the affairs of Local Government knowledge which is gained in the course of employment with TIRC.

9. Whistleblower policy

- 9.1 TIRC upholds a commitment to a work environment free of unethical, unlawful, or undesirable conduct or practices.
- 9.2 Employees are protected and encouraged to raise concerns regarding such conduct in the first instance with your direct supervisor or Manager, People and Wellbeing, or another leader.

10. Mandatory reporting obligations

- 10.1 A public officer must report suspected corrupt conduct or anti-democratic conduct as per the requirements of the *Independent Commissioner Against Corruption Act 2017*.



11. Protecting Council image after work

11.1 As representatives of the Council, employees are expected to uphold the Council's values and maintain a positive image both during and outside of work hours. To ensure this, the following guidelines must be adhered to:

11.1.1 Uniform and identification

- (a) Employees must not wear Council uniforms or display Council identification while engaging in activities that could negatively impact the Council's reputation.

11.1.2 Conduct in public

- (a) Employees must refrain from engaging in any form of violence, public drinking, or other behaviour that could be perceived as inappropriate or harmful to the Council's image.
- (b) Employees must avoid any actions that could be construed as bullying or harassment towards members of the community.

11.1.3 Reporting misconduct

- (a) Any incidents of misconduct or behaviour that could damage the Council's reputation should be reported to the appropriate authority within the Council.



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Failure to abide by the Code

Failure to abide by this Code of Conduct will result in disciplinary action, which may include termination of employment.

Availability of the Code

The availability of this Code should be promoted to the local community, published on the Council's website and displayed in a prominent position at the offices of the Council.

Adoption of the Code

All staff members are required to sign this Code of Conduct as a declaration of their understanding and commitment to adhere to its provisions throughout the duration of their employment.

Declaration

I have read and understood the terms of this Code of Conduct and hereby declare my agreement to abide by its provisions.

.....
Full name and signature

.....
Date

