



## **CODE OF CONDUCT FOR EMPLOYEES EASTERN WASTE MANAGEMENT AUTHORITY (EAST WASTE)**

### **Introduction**

The Eastern Waste Management Authority (East Waste) aims to provide and promote a work place that values honesty, integrity, professionalism and a cooperative working environment.

It is a requirement of Section 110 of the *Local Government Act 1999* that all councils adopt a Code of Conduct for Employees. Good governance would suggest that East Waste adopts the same practice that is required of its Constituent Councils.

This Code of Conduct outlines the principles of good conduct and standards of behaviour that are binding on all employees of East Waste and replaces the Code of Conduct adopted by East Waste on 24<sup>th</sup> July 2001.

### **Definitions**

**Authority** Eastern Waste Management Authority (East Waste)

**Employee** includes any person performing work on behalf of the Authority, either paid or unpaid, including the General Manager, managers and staff employed on a full time, part time, casual or contract basis, work experience students, agents, consultants and contractors employed by the Authority.

### **Values**

The following common values of the Constituent Councils underpin the conduct of employees of the Authority:

- Honesty and integrity
- Accountability
- Openness
- Willingness to work together
- Respect

## **Principles**

### **1. Personal Conduct - with customers and work colleagues**

It is expected that employees will at all times:

- 1.1 behave in a reasonable, just and non-discriminatory fashion;
- 1.2 treat people impartially, fairly, honestly, respectfully and courteously;
- 1.3 act in good faith and not with any improper motives;
- 1.4 behave in such a way that enhances the image of the Authority;
- 1.5 seek to develop mature and constructive relationships with other employees, respecting a diversity of opinions; and
- 1.6 accept and respect the differing but complementary roles of employees in achieving the objectives of the Authority.

### **2. Private Interests**

- 2.1 Employees must disclose any interest to the General Manager which might lead to a conflict between an employee's private life and public or professional duties, even if there is only a perception of a conflict by an employee, Board member or a member of the public.
- 2.2 Where a conflict of interest has been identified, an employee should only continue to act in relation to the matter if specifically directed to do so by the General Manager.
- 2.3 Where an employee is also involved in a private business, or is considering additional employment or contract work, the General Manager must be notified of this fact prior to the commencement of the employment and approval sought. If approval is given, it will be on the understanding that the additional work does not:
  - conflict with the employee's duties with the Authority;
  - involve the use of Authority resources; and
  - is not conducted during the hours of work at the Authority.

### **3. Use of Authority's Resources**

- 3.1 Employees must ensure that their use of Authority resources is ethical and responsible.
- 3.2 Assets and/or resources of the Authority which are lost, stolen or improperly used must be reported as soon as the loss or breach is identified.
- 3.3 Authority resources should not be used for private purposes except where they are supplied as part of a contract of employment or where their use is specifically authorised by the General Manager.

#### **4. Gifts and Benefits**

- 4.1 Employees must not seek or accept any payment, gift or benefit which is intended to influence, or could be construed as influencing an employee's:
- action or decision;
  - failure to act in a particular circumstance; or
  - deviation from the proper exercise of official duties.
- 4.2 Employees may accept gifts or benefits of a nominal or token value that do not create a perception of obligation on their part, and which do not exceed a value of \$50. All gifts should be declared in the Authority's Gift Register which is maintained by the General Manager.

#### **5. Use of Authority's Information**

- 5.1 Employees must:
- respect and protect information which is confidential; and
  - only access and use information for the purpose of the Authority's business and not for any personal use.

#### **6. Communication and the Media**

- 6.1 The General Manager and the Chairperson of the Board are the only official spokespersons for the Authority.
- 6.2 Employees can only speak publicly to the media if specifically authorised to do so by the General Manager.

#### **7. Clothing supplied by the Authority**

- 7.1 Authority employees who operate equipment in the community are expected to wear clothing authorised by the Authority, in order to maintain a consistent image.
- 7.2 Where required, employees will wear Personal Protective Equipment (PPE) issued to them in accordance with OHS&W legislative requirements.

#### **8. Statement of Commitment**

The employees of East Waste are committed to discharging their duties conscientiously and to the best of their ability.

The employees recognise the requirements of this code as the standards governing the performance of their functions and duties in addition to all legislative requirements.

## **9. Rights As An Employee**

Employees are entitled to:

- 9.1 selection processes which are fair, equitable and based on merit;
- 9.2 fair and consistent treatment;
- 9.3 access to grievance procedures;
- 9.4 safe and healthy working conditions, free from harassment, bullying or intimidation;
- 9.5 equal employment opportunity;
- 9.6 no unlawful discrimination; and
- 9.7 regular reports on their performance.

## **10 Responsibilities of the Employee**

Employees are required to:

- 10.1 perform their duties with professionalism, integrity and efficiency;
- 10.2 comply with East Waste's policies and procedures;
- 10.3 act within their level of authority and delegation;
- 10.4 comply with lawful and reasonable directions from a more senior employee in work matters;
- 10.5 maintain confidentiality and not misuse confidential information;
- 10.6 conduct themselves in a manner that will not reflect unfavourably on East Waste or its member Councils;
- 10.7 take reasonable care to protect their own health and safety and that of the people who may be affected by their actions at work;
- 10.8 undertake any relevant training or development programmes as requested from time to time by East Waste; and
- 10.9 comply with the safety procedures and directions agreed between management and the employees who have nominated health and safety responsibilities.

## **Compliance with the Code**

The General Manager is responsible for ensuring compliance with the Code of Conduct.

Any claim of non compliance raised by a member of the Board, other staff or the community regarding this Code will be considered by the General Manager, or in the case of an alleged breach by the General Manager, by the Chairperson of the Board.

A claim of non compliance with the Code will be investigated in strict confidence and in accordance with the separate Complaints Handling Process.

### **Availability of Procedure**

The Code of Conduct for Employees (along with the Complaints Handling Procedure) is available for inspection at the office of East Waste during business hours and is on the Authority's website [www.eastwaste.com](http://www.eastwaste.com)

### **Statement of Adoption and Review**

This Code of Conduct was adopted by Eastern Waste on 26<sup>th</sup> November 2009.

This Code can be reviewed at any time, but must be reviewed at least once within 4 years of the adoption date.