

POL011-Code of Conduct

Section 1 – Background and Purpose

- (1) The purpose of the Code of Conduct is to provide members of Generations in Jazz Inc. (Generations) with an understanding of the standards required of them in their dealings with their colleagues and the Generations community.
- (2) The code of conduct is a statement of the commitment to uphold the ethical, professional and legal standards that Generations uses as a basis for our day to day and long term decisions and actions that support our vision, values, objectives and strategy. Members of the Generations community are each individually accountable for their actions and collectively accountable for upholding these standards of behaviour and for compliance with all applicable laws and policies.

Section 2 – Scope

- (3) The code of conduct applies to all staff and associates performing work on behalf of Generations including, but not limited to, contractors, agency staff, conjoins, volunteers, honoraries, board members, visiting appointments, students competing in Generations and other personnel.
- (4) The code of conduct covers all circumstances when performing work, duties or functions of Generations, both during and outside work hours and includes work related functions, travel, conferences, where the actions of a person reflect on Generations and any circumstances when an individual is representing Generations.
- (5) Our code of conduct covers:
 - a. Workplace Behaviour;
 - b. Health and Safety;
 - c. Assets and Resources;
 - d. Confidentiality;
 - e. Conflict of Interest;
 - f. Integrity, Accountability and Ethical Standards;
 - g. Freedom, Innovation and Creativity;
 - h. Compliance.

Workplace Behaviour

Valuing diversity and inclusion and being committed to a respectful and fair working environment for all which does not tolerate bullying, harassment, discrimination, victimisation, vilification or violence.

We are all required to:

- behave in a manner that supports the Generations values and treat people with respect, dignity and in line with our expected workplace behaviours'
- behave in a professional manner; do not discriminate, harass, sexually harass, bully (including intimidate), vilify, victimise, act or threaten to act violently towards staff, students, volunteers, associates and members of our community
- raise a grievance in accordance with our policies when we believe we have witnessed / experienced unacceptable workplace behaviour
- apply the principles of natural justice and procedural fairness in dealing with employment matters
- comply with the relevant legislation and Generations policies/procedures

Health and Safety

Provide a safe and healthy working and learning environment for all, aspiring to eliminate all risks to health and safety.

We are all required to:

- promote a positive safety culture and openly challenge unsafe behaviour
- promptly report accidents, incidents , near misses and non-compliance in accordance with our reporting system
- integrate health and safety considerations into our day to day activities
- ensure we know what to do if an emergency occurs at our place of work or assigned volunteer place of work
- ensure our capacity to perform our duties free from impairment of the use of alcohol or drugs and that these substances do not put any staff, student or associate's health or safety at risk
- be aware of and comply with relevant legislation and Generations policies/procedures.

Assets and Resources

Generations assets and resources such as finances, facilities, equipment, vehicles (loaned or purchased by Generations) and information systems equipment are to be used efficiently and effectively and in accordance with Generations policies/delegations of authority

We are all required to:

- use and maintain Generations assets and resources to optimally support the operations of Generations
- use Generations assets and resources for the benefit of Generations only
- report damage/defects to Generations staff
- report suspected /actual misuse of or fraudulent activity of Generations assets or resources
- be aware of and comply with relevant legislation, building codes and Generations policy/procedures

Confidentiality, Privacy and Intellectual Property

The protection of commercially sensitive and confidential information/records and intellectual property together with protecting personal information relating to the business of Generations, staff, volunteers, students and associates in accordance with privacy laws.

We are all required to:

- take steps to protect confidential information and intellectual property and only use the information /intellectual property for the purpose authorised by Generations.
- collect, use, store, handle, update and destroy information, in line with applicable policies and procedures
- protect intellectual property rights and avoid infringing the rights of others
- be aware of and comply with and legislation, policy/procedures of Generations
- report any breaches of legislation, policy/procedures or Generations statutes

Conflict of Interest

A situation that has the potential to undermine the impartiality of a person because of the possibility of a conflict between the individual's private interests and the interests of Generations, which may raise ethical, commercial or legal issues.

We are all required to:

- manage conflicts of interest to ensure we never put ourselves in situations that place or appear to place our own personal interests before those of Generations
- disclose potential or actual conflicts of interest
- make decisions relating to adjudication and work which are guided by the principles of openness, fairness and honesty
- ensure other employment does not conflict with our role at Generations (unless otherwise agreed by Generations)
- be aware of and comply with relevant legislation and Generations policy/procedures including the Conflict of Interest policy/procedure

Integrity, Accountability and Ethical Standards

Conduct that results from choice, behaviours and actions must uphold the values and good reputation of Generations at all times.

We are all required to:

- be responsible for our decisions and actions
- conduct ourselves in a manner that upholds the values, integrity and good reputation of Generations at all times
- be honest, fair and trustworthy in all our activities and relationships
- refuse money or anything of value and avoid making any offer of money or anything of value, to induce or reward favourable treatment for or from Generations.
- be aware of and comply with the relevant legislation and Generations policies/procedures

Freedom Innovation and Compliance

Support and encourage innovation and creativity in our work performance in the pursuit of knowledge, information and advancement.

We are all required to:

- support Generations as a place of independent thought where ideas may be put forward yet ensure that this freedom does not harass (including sexual harassment), vilify, intimidate or defame individuals or the community of Generations.
- exercise intellectual freedom in a manner consistent with a responsible and honest search for and dissemination of knowledge
- use our knowledge and expertise to deliver high quality performance, as well as identifying opportunities to improve service or procedures
- be aware of and comply with the relevant legislation and Generations policies/procedures

Compliance

Be aware of and comply with relevant legislation, ensuring our actions do not breach legislation, rather they support the legislation under which we are governed and provide good governance.

We are all required to:

- comply with all Generations Statutes, Regulations, Policies and Procedures
- comply with the relevant legislation, customs and business practices of those with whom we interact with, without compromising our values, this Code of Conduct, our policies and the relevant legislation
- create and maintain true, complete and accurate financial and non-financial information
- report to Generations CEO, a Board or Management committee member any matters that we believe constitutes misconduct, fraud, corruption, breach of law or similar conduct
- comply with legislation relating to trade practices and money laundering
- comply with relevant legislation and Generations policies/procedures



Policies and Procedures

The Code of Conduct does not address all workplace conduct. Generations maintains additional policies and procedures that may provide further guidance on matters both in and out of the Code of Conduct. These policies and procedures (and other supporting documentation) are available on Generations internet.

Clarifying Concerns

Concerns about questionable behaviour/actions such as breaches of the Code of Conduct, legislation or any other policy (or governing rule), must be promptly discussed with your manager or next up manager or alternatively a board member.

Breaching the Code of Conduct

Generations takes all actual and potential breaches of Code of Conduct seriously.

Breaching legislation, the Code of Conduct or workplace policies can have serious consequences for Generations and each of us as individuals. Those who fail to follow the Code of Conduct put themselves, their colleagues, our volunteers, associates and Generations at risk. Generations deems breaches to be a serious matter and may result in disciplinary action including possible termination of employment, office or participation.

Related documentation

Generations in Jazz policies:

- POL017-Conflict of Interest Policy
- POL025-Grievance Resolution Procedure
- POL048-Whistle blower Policy
- POL051-Workplace Behaviours Policy

Federal legislation:

- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Disability discrimination Act 1992
- Workplace Gender Equality Act 2012
- Human Rights and Equal Opportunity Commission Act 1986
- Fair Work Act 2009

State legislation:

- NSW
 - Anti-Discrimination Act 1977
 - Criminal Records Act 1991
- Queensland
 - Anti-Discrimination Act 1994
- South Australia
 - Equal Opportunity Act 1984
 - Racial Vilification Act 1996
 - Civil Liability Act 196
- Victoria
 - Equal Opportunity Act 2010
- Western Australia
 - Equal Opportunity Act 1984
 - Criminal Code (Chapter XI)
 - Spent Convictions Act 1988