



# **Excellence in Governance @ Darebin City Council**

## **Employee Code of Conduct**

**September 2011**

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## **A MESSAGE FROM THE CHIEF EXECUTIVE**

Darebin City Council is committed to achieving excellence in governance that is underpinned by Council's vision and values – Collaboration, Accountability and Respect. I consider good governance is what the community expects from their Council, and is the core business of Council and its administration.

The Excellence in Governance - Employee Code of Conduct will help you live by this good governance and help you to navigate the sometimes difficult choices you may face in your work at Council.

It is your responsibility to identify and disclose your conflicts of interest when required to do so and behave in a manner consistent with the principles outlined in this booklet. It provides clarity of roles and responsibilities, and guidelines and principles which ensure a consistent approach to the behaviours, standards, values and ethics applied in performing duties or acting on behalf of Council.

When considering these principles, standards and behaviours and applying them as part of your work for Council, think about how anything you say or do would look like on the front page of the Paper.

### **Rasiah Dev**



## **PREAMBLE**

Section 95AA of the Local Government Act 1989 (the Act) requires that the Chief Executive develop and implement a Code of Conduct for Darebin City Council ('Council') Employees and provide all employees with access to the Code of Conduct.

Further, Section 95 of the Act states that employees must, in the course of their employment, act impartially and with integrity, including avoiding conflicts of interests, accept accountability for results and provide responsive service.

## **INTRODUCTION**

Council is committed to ensuring that its affairs are conducted ethically, professionally and in accordance with its statutory obligations. To this end, Council has developed the Excellence in Governance @ Darebin City Council - Employee Code of Conduct ('the Code'). Read it. Understand it. Follow it.

The Code sets out the minimum standards of behaviour expected of all Council employees every day. The Code does not exempt anyone. Following our core values, the Code contains good governance principles which instructs and advises you to avoid situations that may damage you or the reputation of Council. It sets high standards and shows you how to achieve them. Breaches of the Code will be considered to be misconduct and will be managed in accordance with Council's Disciplinary Policy.

## **WHO IS COVERED BY THE POLICY**

The Code applies to all Council employees, whether employed on a full-time, part-time, temporary or casual basis. It is expected that Contractors, Volunteers and Agency employees will adhere to the principles outlined in the Code.

The Code covers employees' interactions with fellow employees, agency employees, contractors, consultants, Councillors, clients, residents, ratepayers and visitors to Council. "Visitors to Council" includes work experience students, customers and members of the public in workplaces.

## **WHAT YOU WILL FIND INSIDE**

Inside you will find practical information about laws and regulations, expectations and principals. We also provide links to further information sources to help you use your own good judgement.

1. Definitions
2. Relevant Legislation and Policies
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## 1. DEFINITIONS

**Direct Manager** – includes Team Leaders, Supervisors, Coordinators, Managers, Directors/Group Managers or the Chief Executive.

In the instance where an employee does not directly report to a Manager that reports to a Director/Group Manager, a recommendation supported by the team leader/coordinator will be directed to the Manager for his/her approval.

**Workplace** – is the place of employment and includes any place where a person attends for the purpose of carrying out any function in relation to his or her employment with Council. It also includes any work-related context, such as conferences, work functions or business trips.

**Improper conduct** – includes corrupt conduct, substantial mismanagement of public resources, conduct involving substantial risk to public health and safety, or conduct involving substantial risk to the environment. The conduct must be serious enough to constitute a criminal offence or reasonable grounds for dismissal.

## 2. RELEVANT LEGISLATION AND POLICIES

State and Federal legislation relevant to the obligations set out in this Code includes:

- *Fair Work Act 2009*
- *Local Government Act 1989*
- *Enterprise Bargaining Agreement No. 5*
- *Occupational Health & Safety Act 2004*
- *Equal Opportunity Act 1995*
- *Whistleblower Protection Act 2001*
- *Information Privacy Act 2000*
- *Freedom of Information Act 1982*
- ***Victorian Charter of Human Rights and Responsibilities 2006***

This Code is not intended in any way to diminish the requirements as outlined in the legislation listed above.

Council's Policies relevant to the obligations set out in this Code includes:

- *Privacy Policy*
- *Conflict of Interest Guidelines*
- *Procurement Policy and Guidelines*
- *Drug and Alcohol Policy*
- *Equal Opportunity, Discrimination, Harassment, Bullying, Occupational Violence Policy and Procedures*
- *Gifts and Hospitality Policy*
- *Fraud Prevention and Control Strategy*
- *Occupational Health and Safety Policies*

### 3. COUNCIL'S VALUES

All employees are required to conduct themselves in accordance with Council's values of Collaboration, Accountability and Respect.

**Collaboration** *Working together and sharing ideas.* We will understand each other's roles, skills and abilities, and work together to lend a helping hand to improve partnerships and services within Council.

**Accountability** *Taking responsibility for our actions.* We will earn the trust of our peers and the community by working openly and transparently in carrying out our duties for Council. We will accurately report on our successes but also on our failures, learning from mistakes as we go.

**Respect** *Respect for self and for others.* We will support Council and show respect by taking reasonable care of Council assets, our peers and the environment. Through open communication, we will accept and give constructive feedback. We do not have to agree on issues but we must respect the ideas and opinions of others.

## 4. PEOPLE, HEALTH & SAFETY

Managers must ensure employees and others working on behalf of Council know the legal obligations that affect them. All employees are required to comply with safe systems of work and not breach them, either deliberately, negligently or by coercing another to breach those standards. If any employee sees a hazard to others, he or she is required to report it immediately to their Direct Manager or Health and Safety Representative.

### 4.1 Equal Opportunity

The Equal Opportunity Act 2010 covers discrimination in the workplace, which is unlawful and will not be tolerated by Council. Unlawful discrimination may be direct or indirect.

#### *Your responsibility*

- Respect everyone you deal with and behave fairly towards them. You should understand the value of diversity and never discriminate.

#### *Principles*

- It is against the law to discriminate on the basis of age, gender/gender identity, marital status, parental status, disability, physical features, race, religion, employment or industrial activity, pregnancy and political belief \*.
- You should base recruiting, evaluation, promotion, training, development, discipline, compensation and termination decisions on qualifications, merit, performance and business considerations only.
- Have awareness of relevant legislation and cultural factors that may impact decisions.

### *Challenge yourself*

- Are you being fair and respectful?
- Have you considered the other's person's views?
- Are your personal feelings, prejudices or preferences influencing your decisions?
- Do you understand cultural practices and customs?

### *Where to find more information*

- [Equal Opportunity, Discrimination, Harassment, Bullying and Occupational Violence Policy and Procedures](#)
- [\\*Victorian Equal Opportunity and Human Rights Commission \(VEOHRC\)](#)

## 4.2 Human Rights

The *Victorian Charter of Human Rights and Responsibilities 2006* (the Charter) contains 20 basic rights that promote and protect the values of freedom, respect, equality and dignity. The Charter aims to ensure government bodies, public bodies, local Councils and public servants observe certain rights when creating laws, setting policies and providing services.

Council is committed to upholding all of the rights, principles and values set out in the Charter and to educating employees on the rights set out in the Charter.

### *Your responsibility*

- You should act in accordance with the rights, principles and values set out in the Charter.

### *Where to find more information*

- Equal Opportunity, Discrimination, Harassment, Bullying and Occupational Violence Policy and Procedures
- The Victorian Charter of Human Rights and Responsibilities

## 4.3 Drugs, Alcohol and Tobacco Use

Council employees are not to report for any duty at any time under the influence of illicit drugs, alcohol or medication, to the extent that it may impair their ability and the ability of their colleagues to safely and effectively perform their work requirements. This includes, but is not limited to, the ability to safely operate Council vehicles, pool cars, items of plant and equipment and provide a service to residents, clients and customers of Darebin. Darebin City Council is also a smoke free workplace.

Where possible, Council will endeavour to assist affected employees, in a confidential manner, to understand and manage

the effects emanating from the misuse of illicit drugs, alcohol and medication.

*Your responsibility*

- Council employees have a duty of care while at work to take reasonable care for their health and safety and that of others who may be affected by their acts or omissions.

*Where to find more information*

- [Drug and Alcohol Policy and Procedures](#)
- [Smoke Free Workplace Policy](#)

## 4.4 Bullying and Harassment

Bullying and harassment is not an acceptable part of Council's work culture and will not be tolerated. Council will not tolerate any action, conduct or behaviour, which is humiliating, intimidating or hostile. You should be particularly sensitive to actions or behaviours that may be acceptable in one culture but not in another.

### *Your responsibility*

- Treat others with respect and avoid situations that may be perceived as inappropriate. Challenge someone if you find their behaviour hostile, intimidating or humiliating. Bullying and Harassment can result in disciplinary action and even dismissal.

### *Principles*

- Do not physically or verbally intimidate or humiliate others.
- Never make inappropriate jokes or comments. If you are unsure whether something is inappropriate assume that it is.
- Never distribute or display offensive or derogatory material, including pictures.
- Don't be afraid to speak up and tell a person if you are upset by his or her actions or behaviour. Explain why and ask them to stop.

### *Challenge yourself*

- Have you behaved appropriately?
- Have you behaved unreasonably or in an intimidating or threatening manner?
- Have you made inappropriate jokes or comments?
- Have you distributed or displayed potentially offensive material?

### *Where to find more information*

- [Equal Opportunity, Discrimination, Harassment, Bullying and Occupational Violence Policy and Procedures](#)

## 5. ANTI-CORRUPTION PRACTICES

### 5.1 Conflicts of Interest

The Local Government Act 1989 (the Act) defines the circumstances that give rise to a conflict of interest for Councillors, members of Council special committees, Council employees and contractors engaged to provide advice or services to the Council or a special committee of the Council. The Act also specifies the actions that must be taken to resolve a conflict of interest. Under the Act, a conflict of interest arises if a relevant person has a direct interest or an indirect interest in a matter.

#### *Your responsibility*

- You must avoid conflict of interest. A person in public office has a conflict of interest when they also have a personal or private interest that might compromise their ability to act in the public interest. A conflict of interest can influence your decision-making or be perceived to do so.

#### *Principles*

- A person has a direct interest in a matter if there is a reasonable likelihood that the benefits, obligations, opportunities or circumstances of the person would be directly altered if the matter is decided in a particular way. This could include where they are likely to directly gain or lose financially.
- Council policy requires Managers to arrange for written records to be made of 'Assemblies of Councillors'.
- Statutory obligation for Council employees to disclose conflicts of interest in matters where they have a delegated power, duty or function of Council.
- Statutory obligation for Council employees to disclose direct or indirect interests when providing advice or a report to a Council meeting or a special committee of Council.

- Council policy requirement for Council employees appointed to a 'tender evaluation panel' or an 'employee appointment evaluation panel' to disclose any direct or indirect interests to the Convenor of the Panel.
- Council policy requirement for Council employees who have engaged, or propose to engage, a contractor to discuss conflict of interest issues prior to engagement and to manage any conflict of interest issues arising during the course of the project.
- Council policy requirement for Council employees to comply with the 'Gifts and Hospitality' Code – see Clause 5.3 of this Code.
- Council policy requirements for Council employees to advise their Direct Manager of outside employment, business interests, or other activities which may give rise to a conflict of interest.

### *Challenge yourself*

- Are you hiring, managing, reviewing or appraising a relative or friend?
- Are you using your position for personal gain?
- Have you personally gained from confidential information?
- Are your personal relationships influencing business decisions?

### *Where to find more information*

- [Conflicts of Interest – Disclosure Guidelines for Council Staff](#)

## 5.2 Outside employment or activities

Council actively discourages participation in any outside business (including a family business) on either a part-time or freelance basis.

### *Your responsibility*

- You are obliged to ensure that any secondary employment or outside activities, whether paid or voluntary, does not create a conflict of interest and/or duty with your role at Council.

### *Principles*

- It is expected that outside employment or activities will not impact on your primary employment at Council. Examples of such “impact” may include, but not be limited to, increased absenteeism, an inability to perform the inherent requirements of your role, an inability to fulfil the obligations of a return to work or support plan, or insufficient break between starting/finishing the primary employment and starting/finishing the outside employment or activity.
- No employee who has knowledge of commercially sensitive or non-publicly available information shall engage in any outside business activity with a supplier without first obtaining written authorisation from their Director/Group Manager.
- An employee who engages in business activity for an outside company shall not render service to Council on that company’s behalf.
- Where a conflict of interest and/or duty exists, the employee’s Direct Manager, following discussion with their Director/Group Manager and the People & Development Department, will determine whether the conflict can be managed effectively. Where it is determined that the conflict

cannot be managed effectively, the employee will be required to choose between their employment with Council and their secondary employment or outside activity.

### *Challenge yourself*

- Are you using your sick leave or Rostered Days Off to work privately or at an organisation other than Darebin City Council?
- Are you using your position or knowledge from Council to benefit your outside employment?

### *Where to find more information*

- [Conflicts of Interest – Disclosure Guidelines for Council Staff](#)

## **5.3 Gifts and Hospitality**

Council is committed to being open and transparent in its operations to minimise the risk of being placed in a compromising position that may have an adverse affect on its public endeavours and the promotion of trust within the community.

### *Your responsibility*

- At all times be ethical, fair and honest in the conduct of official duties.
- Be fully accountable and responsible for your actions and ensure that the methods and processes you use to arrive at decisions are beyond reproach and can withstand audit processes and proper scrutiny.
- Do not seek, solicit, or use your position with Council to obtain gifts or benefits from external organisations or individuals.

- Ensure that a person, company or organisation is not placed in a position in which they feel obliged to offer gifts or hospitality to secure or retain Council business.
- Report any incidence where a bribe and/or cash is offered
- Report any gifts that have been received by you.

### *Principles*

- Be aware that fraudulently receiving a gift (including hospitality) is an offence under both common law and the Local Government Act 1989.
- Gifts can be in many forms – they can be monetary gifts including cash or vouchers; property, goods and services; and hospitality including meals, travel and entertainment.
- Accepting a gift from another person or organisation can give the impression that an employee is using his or her position for personal gain, rather than to serve the community, which reflects badly on the employee and on the Council. It may also prevent an employee from undertaking duties that he or she has been appointed to perform.
- Council employees should be mindful that a gift or gifts (including hospitality) to the total value of the ‘gift disclosure threshold’ defined in the Local Government Act 1989 (currently \$500) received from a person or organisation during the previous 5 years will give rise to a conflict of interest which must be formally disclosed to the Chief Executive.

Hospitality and bequests are a form of gift but for the purpose of this code they are addressed separately.

### **5.3.1 Gifts**

Council employees must not seek gifts, rewards or benefits in connection with the performance of their duties.

The following protocols apply in relation to acceptance of gifts:

- Promotional gifts (usually small office or business accessories) received when attending a seminar or corporate event can be accepted. These are usually mass-produced and not given as a personal gift.
- Ceremonial gifts can be accepted by an employee on behalf of the Council. Ceremonial gifts are considered to be a gift to the Council not the employee.
- Modest gifts of appreciation (flowers, chocolates, tie/scarf or beverages) presented to an employee who has made a presentation at a corporate or community event can be accepted.
- All other gifts should be politely declined or returned.

If a gift cannot be declined or returned, or if refusal has the potential to damage Council's relationships, then the gift may be accepted but must be reported to the relevant Director/Group Manager (or Chief Executive if the recipient is a Director/Group Manager) using the [Council Gifts Registration Form](#).

### **5.3.2 Hospitality**

Council employees may from time to time receive invitations of hospitality to attend various functions and events.

- Where hospitality is modest in nature and provides an opportunity to network or undertake business of a common purpose, it may be appropriate to accept such invitations but approval should be obtained from the relevant Manager.

Note: Reasonable hospitality received by the person at an event/function the person attended in an official capacity is not included in the applicable gift threshold.

- Where the hospitality is likely to create the impression that an attempt is being made to compromise the impartiality of the employee, or the hospitality could be perceived as a conflict of interest then the offer of hospitality should be politely declined.

Proposals to accept hospitality with an estimated value above \$50 must be referred to the relevant Director/Group Manager (or Chief Executive if the applicant is a Director/Group Manager) for determination using the [Council Gifts Registration Form](#).

### **5.3.3 Bequests**

Bequests made to employees as a direct result of their position with the Council must not be accepted. Offers of bequests must be referred to the relevant Director/Group Manager (or Chief Executive if the recipient is a Director/Group Manager) for determination using the *Council Gifts Registration Form*.

### **5.3.4 Approval and Reporting**

Details of gifts, hospitality and bequests received or proposed to be accepted are to be registered using the *Council Gifts Registration Form*. The form will record the date, description and estimated value of the gift, the recipient employee, the name of the provider (individual or organisation) and the approved treatment of the gift.

The [Council Gifts Registration Form](#) is available on Council's Intranet.

The Director/Group Manager is to determine whether the gift, hospitality or bequest is to be accepted and, if accepted, determine how the gift, hospitality or bequest is to be treated:

- Gifts and hospitality should only be approved when acceptance provides value to the Council, acceptance does not advantage the host and acceptance does not give rise to a potential conflict of interest.

- It may be determined that Council retain or appropriately dispose of a gift – options for disposal include donation to a charitable or not-for-profit organisation, donation to Council’s Social Club or distribution in an equitable manner within the relevant Work Unit, Department or Directorate.
- Options for treatment of bequests include accepting the bequest on behalf of the Council, donating the bequest to a charitable organisation in the name of the person or returning the bequest to the immediately family.

The completed and endorsed *Council Gifts Registration Form* is to be forwarded to the Information & Governance Department for incorporation into a *Gifts and Hospitality Register*.

The *Gifts and Hospitality Register* will be reviewed quarterly by the Executive Management Team to facilitate consistent and appropriate cultures in relation to acceptance of gifts and hospitality.

### *Challenge yourself*

- Did receipt of the gift or hospitality make you feel you were under an obligation?
- Is the gift being given as an exceptional reward or incentive for a transaction?
- Is the gift or hospitality inappropriate or illegal?
- Is the timing of the gift or hospitality sensitive (i.e. during negotiations, Tender determination)?

### *Where to find more information*

- [Gifts and Hospitality](#) page on Council’s intranet

## 5.4 Fraud Prevention and Control

Fraud is defined as dishonest activity that causes actual or potential financial loss to any person or entity. Council will not tolerate fraud in any form.

### *Your responsibility*

- The prevention of fraud is the responsibility of every employee. You should be aware of your role in relation to fraud prevention, and any instances of fraud or suspected fraud must be reported. You can report fraud/suspected fraud to your Direct Manager, the Senior Coordinator Corporate Risk Management or the Governance and Corporate Planning Manager.

### *Principles*

- Employees who report fraud/suspected fraud, or who assist in the investigation of fraud/suspected fraud will not be discriminated against.

### *Challenge yourself*

- Have you 'shared' your computer password with any one?
- Have you approved a purchase order or invoice for goods or services that Council did not receive, or you personally received?
- Have you falsified Council's reports or documents?

### *Where you can find more information*

- Council's [Fraud Prevention and Control Strategy](#)

## 6. COMMUNICATIONS

Any written or oral communication made publicly on behalf of Council is a public disclosure. Information disclosed must be true, accurate, consistent and not misleading. Inaccurate information disclosure can damage Council's reputation.

### *Your responsibility*

- You must not make public disclosures or respond about Council's activities if you are not authorised to do so.
- You must not engage with the media without approval from your relevant Director/Group Manager and the Manager Communications & Marketing.
- Forward all media requests (via phone calls, email, social media, etc) to the Manager Communications & Marketing.
- If you are authorised to disclose information you must ensure it is true, accurate, consistent and not misleading.
- You must protect confidential information.

### *Principles*

- In your communications:
  - do not mislead;
  - do not write speculative opinions;
  - do not exaggerate;
  - do not engage in 'casual conversation' on sensitive or confidential matters; and
  - do not joke about serious matters.

### *Challenge yourself*

- Do you need to make this communication?

- Is this communication lawful?
- What is the best way to communicate?
- Would you be comfortable if the information you provided was used as evidence in legal proceedings?

*Where you can find more information*

- [Communications and Marketing](#) page on Council's intranet
- [Social Media](#) policy and video on Council's intranet

## **7. CONFIDENTIALITY AND PRIVACY**

Confidential Information means any information about Council acquired by the employee during their employment with Council and which relates to Council, Council's customers, or Councillors, unless that information falls into the public domain.

Confidential Information includes but is not limited to intellectual property, computer software and programs, know-how, policies, financial affairs and strategic and business plans.

It is prohibited to disclose any Confidential Information, either during or after employment with Council, to any person not authorised to receive it, or to use the Confidential Information for any purposes other than for the purposes of Council.

Council is also committed to ensuring that all personal information gathered is handled, used and disclosed in accordance with the Information Privacy Act 2000, the Health Records Act 2001 and Council's [Privacy Policy](#).

Additionally, Council obtains a significant amount of general information in the course of performing its functions, and this information is stored in Council's record keeping system, "*Objective*". It is critical that access to this information is restricted to only those employees with a legitimate need to it. This is achieved through the use of "privileges" and all employees are required to ensure that privileges are used appropriately.

## **8. COUNCILLOR RELATIONSHIPS**

Council is committed to developing and maintaining strong working relationships with its elected representatives while maintaining the integrity of the decision making processes.

In the Darebin City Council Councillor Code of Conduct 2009, Councillors have acknowledged the expectation that they will seek information on strategic and service issues and information/clarification in relation to Council reports, committee reports and briefing papers from the Chief Executive or the relevant Director/Group Manager or other Senior Officers. "Senior Officer" in this instance refers to the relevant Service Manager or Coordinator and/or the author/presenter of a particular report.

Councillors will have some contact with other employees at an operational level including customer requests for service and in relation to Councillor support and facilities.

It is an offence for Councillors to seek to improperly direct or influence an employee in the exercise of any power or in the performance of any duty or function. Employees should report any concerns in this regard to their Direct Manager.

## **9. PROCUREMENT**

Council spends a significant amount of its budget each year on the procurement of goods and services acquired through external parties. It is critical that Council's purchasing practices are undertaken in a consistent and appropriate manner and that they comply with the Local Government Act 1989.

Council employees are to be mindful of their role and financial responsibilities and must ensure that all procurements made by them are within their delegated authority. Where purchases exceed their authority the intended procurement should be referred to an employee with the appropriate delegated levels, or to Council itself for a decision.

Council's procurement processes must be undertaken in a way which meets the expected standards of probity. This includes consistent application of clear and established procedures, compliance with policies and legislation, consideration of the suppliers involved in any tendering or quotation process, and clear and transparent decision making.

Details of specific requirements are set out in Council's [Procurement Policy and Guidelines](#), available on the Intranet or from the Coordinator Procurement and Contracting.

## **10. APPEARANCE AND PRESENTATION**

Council aims to portray a professional image in all its dealings with the community and visitors. One of the ways it achieves this is by providing to certain employee groups corporate uniforms, protective clothing and items of clothing which carry Council's logo. Accordingly, all employees are required to wear the appropriate clothing relevant to their role.

"Outdoor" employees are also required to wear protective clothing, footwear and equipment as directed by Council in accordance with State OH&S Legislation and Council's [Inclement Weather Policy](#).

Additionally, it is a requirement that all employees who are supplied with identification badges wear them when they are representing Council in activities involving the community and visitors to Council.

A high standard of personal hygiene is expected at all times.

## **11. WHISTLEBLOWERS PROTECTION ACT 2001**

The Whistleblowers Protection Act 2001 establishes a process for disclosure of *improper conduct* in the public sector including Councils. The Whistleblowers Protection Act provides protection to employees that report a breach of the Code by another employee or Councillor. Alleged breaches of the Code should be reported to the Direct Manager unless the breach pertains to that person. In such instances the breach should then be reported to the relevant Director/Group Manager.

The [Whistleblowers Protection Act – Staff Guidelines](#) are available on the Intranet or from the Governance and Corporate Planning Manager.

## **12. LEAVING COUNCIL**

When an employee leaves Council they are required to return any tools, equipment or materials including vehicles, phones, computer equipment issued to the employee during their employment at Council. The [Exit Checklist](#) should be completed and signed prior to the employee's departure.

## **13. BREACH OF CODE OF CONDUCT**

Employees found in breach of this Policy will be subject to Council's Disciplinary Policy. Substantiated breaches of the Policy will require the employee to undergo additional training in their obligations under this Policy. Depending upon the severity of the case, the consequences for breaching this Policy may also involve termination of employment.

Any matters involving criminal conduct will be reported to the Police.

## **14. DISPUTE RESOLUTION PROCESS**

Any dispute or grievance arising in relation to this Policy must be addressed in accordance with the Dispute Resolution Procedures set out in Council's Enterprise Agreement No. 5. In the first instance, an aggrieved employee is expected to raise their concerns with their Direct Manager.





**To be completed when an employee has been issued with a copy of Darebin City Council’s “Excellence in Governance @ Darebin City Council – Employee Code of Conduct” Policy or attended a Training/Information Session.**

A signed copy of this form will be retained on the employee’s personnel folder in Objective.

**Employee Declaration** (please tick to indicate which of the following apply)

- I have attended an Excellence in Governance @ Darebin – Employee Code of Conduct Training/Information Session
- I have been provided with a copy of Darebin’s Excellence in Governance @ Darebin City Council – Employee Code of Conduct Policy (Version V1 – September 2011);
- I acknowledge my obligations in relation to the Policy; and
- I agree to adhere to the requirements of the policies and procedures contained within this document.

<b>Name:</b>			
<b>Position:</b>			
<b>Signature:</b>		<b>Date:</b>	

**Note:** The Policy will be updated from time to time, please refer to the Intranet for up-to-date copies of policies and procedures.

Please complete, tear off and return this form to the **People and Development Department**. Please keep the booklet for your reference.

## **FURTHER INFORMATION**

### **Information & Governance**

Rhys Thomas – 8470 8443 – [rthomas@darebin.vic.gov.au](mailto:rthomas@darebin.vic.gov.au)

### **Finance & Contracts**

Kerrie Jordan – 8470 8619 – [kerrie.jordan@darebin.vic.gov.au](mailto:kerrie.jordan@darebin.vic.gov.au)

### **Communications & Marketing**

Tiffany White – 8470 8554 – [twhite@darebin.vic.gov.au](mailto:twhite@darebin.vic.gov.au)

### **Corporate Risk Management**

Kathy Duffy – 8470 8395 – [kduffy@darebin.vic.gov.au](mailto:kduffy@darebin.vic.gov.au)

### **People & Development**

Katina Angelofsky – 8470 8203 – [katina.angelofsky@darebin.vic.gov.au](mailto:katina.angelofsky@darebin.vic.gov.au)