

Skillinvest

Code of Conduct

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SKILLINVEST LIMITED

CODE OF CONDUCT

This policy covers the Skillinvest Limited (Skillinvest) businesses and their departments, including Longerenong College.

Skillinvest is committed to improve workplace diversity and equity and to achieve equal representation of women and men across the workplace. The organisation undertakes and is committed to establishing proactive strategies and targets to ensure diversity and equity in the workplace.

The principal object of Skillinvest is to advance education in the Australian community by progressing the education, employment and training needs of Australians. This is achieved through the following approaches:

- by employing apprentices and trainees through the group training model
- providing apprenticeship support
- creating employment opportunities
- providing education and training services
- other charitable purposes as are beneficial to the community

This code describes the standards of conduct expected of our people, both employees and contractors. It provides a set of guiding principles to help us make the right decisions every time. Employees and contractors of Skillinvest must not engage in any form of conduct that is prejudicial to the principal objects of Skillinvest, its employees, clients or stakeholders.

Equity & Diversity

Skillinvest is committed to an inclusive workplace that embraces and promotes diversity through a range of initiatives including a focus on Aboriginal and Torres Strait Islander, migrant, disability and equal opportunity employment.

We value and respect the unique contributions that people from diverse backgrounds make to the development and success of Skillinvest.

Skillinvest believes all people regardless of race, gender, religion, disability, environment, association, background or sexual identity have the right to be treated in a fair manner that promotes equity and equality.

Gifts and hospitality

We may only accept and give token gifts and modest hospitality and professional courtesies. We must not accept or give a gift or courtesy that could either lead to, or be seen to lead to, a conflict of interest such that our judgment is prejudiced or improperly influenced.

Drug and alcohol usage

We all want to work in a safe, healthy and productive workplace, therefore we do not misuse prescription drugs, or use or possess illicit drugs. We do not consume alcohol where it affects work performance, public relations, safety or where it breaches the law.

Work as a team

As a team we encourage all employees/contractors to work towards accomplishing the Core Ideology of Skillinvest.

We treat each other with respect, promoting an environment that enables everyone in the team to reach their full potential. We cannot achieve our Core Ideology unless we look after the health, safety and wellbeing of our people.

Skillinvest recognises the importance of workplace diversity and we value and respect each other's differences. We do not tolerate bullying, harassment, unlawful discrimination or any other offensive conduct.

Staff Involved in Recruitment

Staff involved in recruitment should consider what may constitute a conflict of interest.

Factors to consider include;

- Family or friendship relationship with an applicant.
- Close working relationship with an applicant or member of applicant's family.
- Financial interest (either in an applicant or the outcome).
- An acrimonious relationship with any applicants.

Conflicts of interest cannot always be avoided, but when they occur or may be perceived to occur, the chair of the selection panel or Department Manager/General Manager in single applicant recruitment cases, should ensure that the details are documented appropriately.

After reviewing the documentation on the real or perceived conflict the selection panel chair/Department Manager or General Manager should decide if the member involved should stand aside from the whole process or from considering the particular candidate.

Professional relationships between Skillinvest employees/contractors and Skillinvest students, apprentices, trainees and clients

As Skillinvest employees or contractors you are expected to always behave in a way that promotes the safety, welfare and well-being of students, apprentices, trainees and clients.

While not all employees are required to manage and supervise students, apprentices, trainees and clients it is important for all employees and contractors to understand and observe the Skillinvest Code of Conduct.

Employees who work with young people have a special responsibility in presenting themselves as appropriate role models for those young people. Modeling effective leadership and respect in your interactions with young people can have a profoundly positive influence on a young person's personal and social development.

You must not use information and communication technologies, such as email, mobile phones, text or instant messaging and websites to engage in behaviour that could reasonably be considered to have a negative impact on Skillinvest or another person, to cause them harm, or make them feel unsafe.

You must not develop a relationship with any Skillinvest student, apprentice, trainee or client that is, or that can be misinterpreted as having a personal relationship rather than a professional interest in a student, apprentice, trainee or client.

Where a relationship, such as family relationship or close friendship exists between you and a Skillinvest student, apprentice, trainee or client, you must report the conflict of interest, or any potential conflict to your manager, General Manager or CEO and it must be managed carefully.

Your professional relationship may be compromised if you;

- Invite Skillinvest students, apprentices, trainees or clients to join your electronic social networking site or accept invitations from these groups to join theirs.
- Attend parties or socialise with Skillinvest students, apprentices, trainees or clients.
- Invite Skillinvest students, apprentices, trainees or clients back to your home or attend their home or accommodation without an appropriate professional reason.

Protecting confidential information

Skillinvest collects and stores confidential information. Unauthorised disclosure may cause people harm, or give an individual or competitor an improper advantage. Skillinvest's integrity and credibility may be damaged if it cannot keep information secure.

As a Skillinvest employee or contractor, you must only use work related information for the work related purpose it was intended.

You must make sure that confidential information, in any form, cannot be accessed by unauthorised people. Sensitive information must only be provided to people, either within or outside Skillinvest who are authorised to access it.

You should always exercise caution and sound judgment in discussing other people's personal information with other Skillinvest employees or contractors. Normally information should be limited to those who need to know in order to conduct their duties, or to those who can assist us in carrying our work because of their expertise.

Professional Responsibilities

- Demonstrate integrity and compassion and avoid discrimination
- Have regard for the professional reputation and business of others
- Not use authority or office for personal gain
- Respect the confidentiality of information which comes to you in the course of your duties
- Balance the interests of Skillinvest (employer) with your own responsibilities and commitments
- Engage in continued learning to improve competence and pursue new ideas and advances in technology
- Carry out duties you were employed to perform and obtain expert advice where necessary
- Be conversant with codes of other organisations/associations relevant to your responsibilities and abide by all codes of organisations of which Skillinvest is a member
- Ensure that all contracts and terms of business are clear, concise and honoured in full, unless terminated or modified by mutual consent
- Ensure that all communications are inclusive, informative, true and not misleading, respecting the moral standards and the dignity of the individual
- Uphold the shared values within the organisation
- Immediate and full disclosure of any personal conflict of interest, complying with the policy and guidelines in Skillinvest Conflict of Interest Policy.

List of Skillinvest Memberships includes but is not limited to;

- Group Training Association of Victoria
- ACPET
- RCSA

Comply with laws and our policies

If we fail to comply with laws and regulations both Skillinvest and the individual employee or contractor may face criminal sanctions or other serious consequences. If you are unsure what laws and regulations apply please contact your Manager, General Manager or CEO.

Each employee is required to comply with laws and with the policies and procedures of Skillinvest, including this Code of Conduct.

Any member of staff who breaches this obligation may face disciplinary action, including termination of employment. In the case of a breach of the law, there may be legal consequences for the employee.

If you are unsure what policies and procedures apply to your work then seek clarification from your Manager, General Manager or CEO.

Skillinvest policies can all be found on Skillinvest Extranet under the “Policies” tab.

Core Ideology

Our Core Values

P.R.I.D.E

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| 1) Progressive Spirit | Leading not following, striving to make a difference, searching for better ways. |
| 2) Respect | Recognising equality and diversity, acting with compassion and respect. |
| 3) Integrity | Honesty and ethics in our actions and words. Governance and leadership as an organisation. |
| 4) Dedication | Genuine care and commitment to providing opportunities and benefit for our customers, communities and colleagues. |
| 5) Exceptional delivery | Doing what we say; flexible and responsive, excellence in all that we do. |

Our Core Purpose

We exist to deliver exceptional employment, education and training services, to create opportunities for growth and prosperity for our customers, students, our communities and staff.

We will act with integrity, compassion and respect, and work collaboratively to be the best whilst searching for better ways to benefit our markets.

Our Envisioned Future

Our vision and desired state is to succeed as a:

- Business with state wide market presence and position
- Recognised leading employment and training organisation
- Diversified and sustainable business
- Unified, stable and successful organisation