

# Skillinvest

## Duty of Care and Code of Conduct

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## **SKILLINVEST LIMITED**

### **DUTY OF CARE AND CODE OF CONDUCT**

#### **Purpose**

The purpose of this policy is to articulate Skillinvest's standards and principles that all staff must follow. All staff are expected to behave in ways that are aligned with Skillinvest's Values and Culture Commitment.

Staff must not engage in any form of conduct that is harmful to the objectives of Skillinvest, its staff, clients or stakeholders.

This policy applies to all staff and other workers present on Skillinvest work sites or representing Skillinvest in all circumstances connected with work, including but not limited to events and functions outside of normal work hours.

This policy should be read in conjunction with the Skillinvest Child Safe Policy which details clear expectations and standards for appropriate behavior with children to ensure adherence to and conformance with the Child Safe Standards.

The Duty of Care and Code of Conduct is not intended to provide a detailed and exhaustive list of what to do in every aspect of work but affirms Skillinvest's commitment to responsible social and ethical behaviour from all workers. The policy provides a framework of principles for conducting business and dealing with other workers, clients, students, apprentices, trainees and any other individual or organisation engaged in business with Skillinvest.

#### **Policy**

Skillinvest has clear expectations of appropriate work standards that are fundamental to fostering a positive work environment. All Skillinvest staff are required to:

- Be aware of and comply with the Duty of Care and Code of Conduct;
- Act in accordance with Australian legislation;
- Act in accordance with Skillinvest policies and procedures;
- Ensure Child Safe Policy standards are adhered to;
- Follow lawful and reasonable directions from management;
- Promote and uphold the interest and reputation of Skillinvest;
- Align with Skillinvest's mission, vision and values;
- Not tolerate misconduct or inappropriate behaviour and inform management of misconduct or inappropriate behaviour;
- Maintain the confidentiality of Skillinvest and not disclose or misuse Skillinvest information;
- Take reasonable steps to avoid conflict of interest and disclose details of instances where this may occur;
- Not misuse positions and follow Skillinvest policies and procedures;
- Not socialise with students, apprentices or trainees outside of Skillinvest or Client functions.
- Not consume alcohol with students, apprentices or trainees while representing Skillinvest and/or while having responsibility for the supervision of students, apprentices or trainees.
- Ensure that interaction with students, apprentices and trainees is only for the purpose of training, work related, or at official Skillinvest or industry functions.
- Ensure that interactions with students, apprentices and trainees only takes place at Skillinvest endorsed training locations or relevant workplaces.
- Ensure that when attending a Skillinvest or Client function, consume alcohol responsibly and act professionally at all times.
- Be accountable for their own actions and decisions;
- Adhere to health and safety standards of Skillinvest;
- Uphold the principles of equal opportunity and not engage in victimisation, bullying, sexual harassment, sex discrimination or any other anti social behaviours;
- Perform their role with professionalism, care and responsibility;
- Immediately disclose changes regarding license or qualification status to the relevant Manager;
- Immediately disclose any behaviours which have resulted in police involvement to the relevant Manager;

- Use Skillinvest property and money efficiently, carefully and honestly with due authorisation and without misappropriation;
- Behave in a way that upholds the values, integrity and reputation of Skillinvest;
- Not attend work under the influence of prohibited drugs or alcohol;
- Not attend or participate at Skillinvest or Client functions under the influence of prohibited drugs or alcohol;
- Not use Skillinvest equipment or property for private purposes without prior approval;
- Not use authority or office for personal gain;
- Keep up to date with codes of other organisations/associations relevant to employee/contractor 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;
- Use Skillinvest resources in a responsible manner.

### **Duty of Care**

Duty of Care is a legal obligation that requires Skillinvest staff to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include personal injury (physical or psychological) or damage to property. The reasonable steps that Skillinvest may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

### **Professional relationships between Skillinvest staff/contractors and Skillinvest students, apprentices, trainees and clients**

Skillinvest staff are expected to conduct themselves in a way that promotes the safety, welfare and well-being of students, apprentices, trainees, staff and clients.

While not all staff are required to manage or supervise students, apprentices, trainees and clients it is important that all staff understand and observe this policy and related policies. Staff who work with apprentices and trainees have a moral and ethical responsibility in presenting themselves as appropriate role models. Modeling professional leadership and respect in interactions with apprentices and trainees can have a profoundly positive influence on a person's personal and social development.

### **POLICY BREACH**

Any breach in this policy may result in disciplinary action, up to and including termination of employment.

Independent contractors and other non-employees who are found to have breached this policy may result in the termination of their contract with Skillinvest.

### **Related Policies**

Child Safe Policy and Statement of Commitment

Child Safe Procedures

Privacy Policy

Conflict of Interest Policy

Social Media Policy

IT Policy

Equal Employment Opportunity (Discrimination, Harassment and Bullying) Policy

Professional and Personal Relationships in the Workplace Policy

Diversity and Inclusion Policy

OH&S Policy

**Skillinvest Diversity and Inclusiveness Clause:**

Skillinvest values and promotes diversity, fairness and inclusiveness in the workplace and is committed to ensuring workplace diversity and inclusiveness through establishing proactive strategies, policies and procedures. Skillinvest aims to ensure that all employees, clients, business partners and stakeholders are treated with respect, dignity and fairness to ensure Skillinvest promotes inclusiveness and positive working relationships.

Skillinvest is committed to recognising the value of diversity and inclusiveness in the workplace and ensures that work practices promote equal opportunity and are non-discriminatory.