

Employee Code of Conduct

Procedure Number	125
Date adopted	June 2024
Scheduled for review	June 2025



Purpose

The *Victorian Local Government Act 2020 (Section 49)* requires that the “*Chief Executive Officer must develop and implement a code of conduct for members of council staff*”.

This Employee Code of Conduct (Code) establishes a minimum standard of behaviour that applies to all employees during work time or when they might reasonably be perceived to be representing the Campaspe Shire Council (Council) outside of work hours. The Code is a tool that aims to positively shape the culture at Council.

Procedure Statement

1. Introduction

This Code provides a comprehensive overview of the expectations of employees of Council.

In many instances other Council policies, procedures and guidelines will provide more detail for specific circumstances. This Code requires employees, in the conduct of their employment, to:

- Provide responsive services.
- Act impartially.
- Act with integrity and avoid conflicts of interest, and
- Accept accountability for results.

This is further supported by Council's values of:

- Respect - we treat others as we expect to be treated.
- Customer Focused - we are here to help.
- Continuous Improvement - we are a learning organisation.
- Teamwork - we support one another and work cooperatively.
- Accountability - we are responsible for our actions.

It is expected that all employees will exhibit Council's organisational values in interactions with their colleagues and members of the community.

2. Scope

This Code applies to all employees of Council, including the Chief Executive Officer (CEO).

3. General Conduct

All Council employees are required to act in a professional manner in accordance with the laws that govern Council. In addition, employees must:

- Consider their legal obligations (in accordance with Related Legislation section contained within this policy) and to this Code of Conduct.
- Reflect positive behaviour that enhances the image of Council.

- Refrain from making any comments regarding other people, or Council as an entity, that would be considered derogatory or inappropriate.
- Refrain from engaging in conduct that has the potential to bring Council or the municipality into disrepute.
- Not make decisions outside the scope of their position description.
- Treat councillors, employees, suppliers, contractors, and members of the public with courtesy and with respect for their rights and provide all necessary and appropriate assistance.
- Refrain from the use of profanity, particularly directed towards other people in an offensive manner.
- Immediately advise their supervisor if they have been convicted or found guilty of a criminal offence.
- Immediately advise their supervisor if their qualification(s), professional accreditation(s), licence(s), registration(s), permit(s) or visa(s) relevant to the performance of their duties and their employment, are revoked or expire.
- Act with reasonable care and diligence in performing their duties and functions. This includes:
 - Work in accordance with Council policies, decisions, and practices in a professional manner.
 - Maintain and improve effectiveness and efficiency of service delivery and activities for which employees are responsible.
 - Ensure the appropriate and responsible use of Council resources.

4. Standards of Conduct

This section details a list of behaviours and standards that employees should comply with in the workplace and lists the documents that will assist in addressing specific issues. The list does not cover all situations or eventualities and employees should seek advice from their direct supervisor or the People and Culture Department if they are in any doubt.

4.1 Safety

Employees must consider their own safety and the safety of those around them while at work. This includes:

- Following health and safety policies, guidelines, and procedures.
- Using protective clothing or equipment provided at all required times.
- Immediately reporting any injury, near miss, damaged equipment or any other hazard observed.

4.2. Health and Wellbeing

4.2.1. Converge International

Council's Employee Assistance Program provider - *Converge International*— is available for all staff and their immediate family members. This is a service where you can confidentially discuss any work or personal issues that are of concern to you. The contact number is: 1300 687 327

4.2.2. Employee Health and Wellbeing

As part of their appointment all employees are required to comply with health orders and/or any other health and safety obligations imposed on Council from time to time.

4.3. Bullying, equal opportunity and workplace violence

In accordance with the Equal Opportunity Act 2010 and the Victorian Occupational Health and Safety Act 2004, Council has a duty to prevent and eliminate any form of bullying, discrimination, harassment, and sexual harassment in the workplace.

All employees have a responsibility to respect the rights of one another and to promote diversity, inclusion, safety and equal opportunity. Council will not tolerate breaches of the Respect and Equal Employment Opportunity Policy.

Council is committed to preventing and, if it occurs, managing bullying, harassment, workplace violence, discrimination, or victimisation in the workplace. All employees must therefore be aware of and comply with Council's *Respect and Equal Opportunity Policy and Procedure* and the *Prevention of Violence in the Workplace Procedure*.

4.3.1. Council is committed to ensuring that:

- A safe workplace is provided for all employees.
- Appropriate training is provided to employees to identify and prevent workplace bullying, discrimination, harassment, and sexual harassment.
- Appropriate training is provided to employees to afford equal opportunity.
- Reported breaches of the procedure will be dealt with seriously, promptly and confidentially.
- Recruitment is facilitated in a fair and equitable manner to support equal opportunity.
- Contact Officers are appointed and appropriately trained for employees to seek support to raise issues in accordance with the Respect and Equal Employment Opportunity Policy.

4.3.2. Employees are expected to:

- Lead by example and display behaviour consistent with Council's organisational values.
- Comply with the Respect and Equal Employment Opportunity Policy.
- Speak up if inappropriate behaviour has been observed.
- Actively participate in training to identify and prevent workplace bullying, discrimination, harassment, sexual harassment, and to promote equal opportunity.

4.3.3. Disputes

Employee disputes which should be initiated using the Grievance Procedure will be dealt with in accordance with Council's Grievance and/or Disciplinary Procedures.

The procedure used will be determined following a review of the grievance which may lead to a range of outcomes e.g. upheld (in whole or part), dismissed (in whole or part), referred for disciplinary review etc.

4.4. Conflict of interest

In accordance with *Section 130 (2) (a)* of the *Local Government Act 2020*, Council requires all employees to disclose any material or general Conflicts of Interest (real or perceived).

A conflict of interest may occur in any situation in which an employee has a private interest, and which may interfere with their objectivity in performing their duties on behalf of Council.

A private interest includes a potential benefit or loss, either directly or indirectly, to the following:

- The employee.
- A family member of the employee.
- A body corporate of which the employee or their spouse or domestic partner is a director or a member of the governing body.
- A secondary employer of the relevant person unless the employer is a public body.
- A business partner of the employee.
- A person for whom the employee is a consultant, contractor, or agent
- A beneficiary under a trust or an object of a discretionary trust of which the employee is a trustee
- A person from whom the employee has received a disclosable gift.

In *Section 8.3.1 (1)* of *Council's Governance Rules*, it is the responsibility of the employee concerned to disclose potential conflicts of interest to their direct manager/supervisor. This must be done before

an employee exercises a power of delegation or provides advice on a matter being considered by a delegated officer, Council, or a committee.

Any conflict of interest, whether real or perceived, that is lodged/disclosed must be provided to the Manager Governance and Risk for recording in the register of Conflicts of Interest.

Alleged and actual breaches of Conflict of Interest will be dealt with as per *Section 7* of the Code.

4.5. Confidentiality and privacy

Employees have a duty to maintain the confidentiality of information obtained in the course of their employment.

Council collects information about individuals, commercial enterprises and businesses which may be personal, private and/or sensitive. Employees should only search for information from the records management systems about matters related directly to their work. They must not use information gained at work for private purposes.

Types of confidential information may include, but are not limited to, personal/health information, intellectual property, commercial documents, computer software and programs, policies, financial affairs, strategic and business plans.

Employees can ensure they are maintaining privacy and confidentiality by:

- Taking care not to discuss work matters with anyone not entitled to know such information.
- Taking responsibility to safeguard confidential files and information.
- Ensuring screens are locked when leaving their computer.
- Complying with rules about sharing, correction, storage, and destruction of information.
- Seeking advice from their supervisor or Council's Privacy Officer when in doubt about how to proceed.
- Not discussing performance or human resources issues that may have been discussed with the employee as part of their role with any other party.
- Report any actual or perceived breach of privacy immediately to the Manager Governance and Risk and Manager People and Culture.

4.6. Customer service

Employees are expected to understand, use, and apply Council's Customer Service Charter.

To provide quality customer service that responds to the needs of our community, employees must work in collaboration, share responsibility, and assist each other. Employees are expected to share information with others and cooperate across work areas, treating each other with respect, courtesy, and goodwill.

4.7. Engagement in work outside of Council

Outside engagements (paid or unpaid) may pose risks to health and safety or result in conflict-of-interest issues. All full-time employees must seek written consent from their Director and the Manager People and Culture or their delegate for any outside employment as well as any other outside involvement that may reasonably relate to their Council duties.

Employees who perform paid or unpaid work outside of Council are responsible for ensuring that this additional work does not:

- lead to a conflict of interest.
- involve using confidential information obtained through their work with Council.
- affect or use Council time or resources.
- discredit or disadvantage Council.

- interfere with an employee's ability to do their Council work (such as fatigue, start/finish times, etc), and
- Ensure that such work is kept separate from Council work and is consistent with Occupational Health and Safety (OHS) requirements.

4.8. Environment

All employees should consider the impact of their activities on the environment and on the community. Such things to be considered include water efficiency, waste disposal, the way chemicals are used and stored and other resources. Noise pollution should be kept to a minimum, particularly in open office environments. Employees must minimise waste and ensure that recycling and organic bins are used.

4.9. Fairness and equity

When representing Council to the community, employees are expected to:

- Provide an accurate and fair representation of information.
- Conduct themselves in a manner that will not reflect unfavourably on Council.
- Decline and report offers of bribes/incentives.

Employees are expected to work together in a team approach and in an environment of mutual respect, trust, and acceptance. This includes:

- Mature and constructive working relationships built upon courtesy and respect.
- Acceptance and respect for the different but complementary roles in achieving Council's objectives.
- Respect for elected Councillor roles.

4.10. Fitness for duties

Council has a responsibility to provide and maintain a working environment that is safe and without risk to health.

Employees must present in a fit condition to undertake their duties without risk to their own safety, the safety of other employees and the public. An employee's fitness for work may be impaired by a variety of factors including the adverse effects of medical conditions, level of physical fitness, fatigue, stress, or the use of alcohol and other drugs. Working under the influence of alcohol or drugs is prohibited in the workplace and may result in summary dismissal.

Employees must not consume alcohol anywhere in the workplace other than at Council functions or other special events, which must be authorised in advance by the Chief Executive Officer. For more information, please refer to the Fitness for Work Procedure.

4.11. Fraud and theft

Fraud is defined as "dishonestly obtaining a benefit by deception or other means". Employees must not engage in dishonest activity causing actual or potential financial loss or detriment to Council that might result in:

- Council being overcharged for goods and/or services.
- Council being deprived of income to which it is entitled.
- Council's assets/property being stolen.
- Willful provision of incorrect information (for example, incorrect timesheets, not submitting leave requests when leave taken, etc.)
- "Borrowing" Council assets for personal use without permission.
- Misappropriated losses being incurred by Council.
- Misuse of Council assets.
- Exposure of Council for breaches of any laws.

- Purchasing “kickbacks”; or
- Gaining any benefit from Council including intangibles such as ‘rights’ and information.

Council does not condone the perpetration of theft or fraud and in consequence, will seek to recover losses from employees who have been found guilty of fraud. Any employee found guilty of the theft of Council property will be dismissed.

The prevention and detection of theft and fraud is the responsibility of every employee. All employees should be aware of their role in relation to fraud prevention, and any instances of fraud or suspected fraud must be reported in accordance with the Grievance Procedure.

4.12. Gifts and hospitality

The acceptance of gifts, benefits or hospitality can involve a conflict of interest or the perception of a conflict of interest.

It is therefore recommended that employees not accept any gift, benefit, or hospitality. It is recognised that at times attending a function may be part of an employee's role, however any such invitations should also be reported.

Any gift that is inconsistent with community values and could bring an employee's integrity, or that of the Council, into disrepute (e.g. if accepting a gift could be perceived as an endorsement of a product or service) must be declined.

Any gifts or hospitality accepted by an employee remain the property of Council and must be declared on the Gifts, Benefits and Hospitality Declaration form. When completed the form must be provided to the Governance Team for inclusion in Council's Gifts, Benefits and Hospitality Register.

4.13. Information Communication Technology (ICT) and media

Council telephones, printers, email, and internet facilities are for business use. Private use of these services must be kept to a minimum, provided that this use does not impact on work performance, other work responsibilities or system performance. The use of email or other media to distribute or store offensive or inappropriate material (for example pornography, depictions of extreme violence, racial vilification, or hatred) and/or access to inappropriate internet sites will not be tolerated under any circumstances and may lead to disciplinary and/or criminal charges.

Employees should be aware that the Council's ICT assets are regularly scanned and checked for unwanted threats, viruses, and employee usage.

Council recognises that it is occasionally necessary to make and receive personal telephone calls at work on Council telephones or your personal mobile phone. These calls should be kept to a minimum and wherever possible calls should be made and received while you are on designated breaks. In open office environments, phones should be kept on silent.

Council employees should not provide information directly to the media (either verbally or via a media release/statement) unless authorised by the Chief Executive Officer or the Manager Advocacy Communications and Engagement.

Non-work-related use of social media sites such as Facebook, LinkedIn, Twitter, YouTube etc should only be viewed/accessed during designated breaks. When using social media for work purposes, Council employees are expected to have obtained appropriate authorisation and behave with caution, courtesy, integrity, and respect.

Employees are required to follow any ELT approved ICT guidelines provided in support of the ICT policy including adherence to all ICT security guidelines and controls to protect and secure corporate information systems from unauthorised access.

More information is available in the Social Media Policy, ICT Policy, and the Media Relations Policy.

4.14. Intellectual property rights

Council owns all rights (including any intellectual property rights) in any works, ideas, concepts, designs, inventions, developments, improvements, systems or other material or information created by employees and volunteers during their employment that:

- relates directly or indirectly to their employment.
- assists in the performance of their roles.
- was created as the result of using Council resources; or
- otherwise relates in any way to Council business and activities.

Current and former employees must not use their acquisition of specialised or confidential knowledge, such as trade secrets, to the detriment of Council.

4.15. Public Interest Disclosures

The Public Interest Disclosures Act 2012 provides protection to people who come forward with a disclosure about improper conduct by public bodies or public sector employees. Council does not tolerate improper conduct by its employees, contractors, agency, temporary staff or volunteers, nor the taking of reprisals against those who come forward to disclose such conduct.

More information about making a disclosure is available in Council's Public Interest Disclosures Procedure.

4.16. Procurement and Cash Handling

Employees must adhere to Council's contracting and procurement policies and guidelines when purchasing goods, works and services. This ensures that all purchasing represents best value, is conducted in a transparent and accountable manner, with minimal risk to Council and promotes the highest level of procurement probity and ethical behaviour.

Employees must maintain high standards of accountability when managing money and maintain accurate records of financial transactions. In no circumstances are employees permitted to borrow or use Council money for private / personal purposes.

Refer to Council's Procurement Policy and Cash Handling Procedure for more information.

4.17. Record Keeping and Document Disposal

Council's records are a major component of its corporate memory and as such are a vital asset that support Council's ongoing operations, provide an evidence base for future decision making and provide a valuable record of Council's business activities over time.

All employees have a responsibility to understand their record keeping obligations to create, capture and manage appropriately complete and accurate records of Council's business. This includes records of decisions made, actions taken and transactions of daily business in accordance with Council's record management program, the Records Management Policy and Council's records management procedures and processes.

Employees must not destroy or alter (in an unauthorised manner), falsify or tamper with any business documents and records that are required to be maintained for a statutory period. Corporate records should not be removed from Council premises unless authorised by the employee's direct manager. Employees must also maintain adequate documentation to support any decisions made.

For more information, employees can review the Records Management Policy on the intranet or speak to a member of the Information Management Team.

4.18. Reference Checks/Statements

Verbal and/or written referee statements can only be provided by the CEO, Directors and Managers. If you are pursuing other employment and need to provide Council referees, these can only be a

manager or Director. No other employee is authorised to provide employment information on behalf of Council. Further advice and clarification can be sought from the Manager People and Culture.

4.19. Relationships with others

Council employees are required to be fair, reasonable, and honest in their dealings with individuals and/or organisations and behave in a manner that facilitates constructive communication between Council, other employees, and the community. This includes:

- Only taking direction from management, not Councillors, in carrying out their duties. Any instances of Councillors giving direction to employees must be reported to the Chief Executive Officer via the relevant Director.
- Having an awareness of any situation that may create tension between public and private roles.
- Respecting the opinion and property of others.
- Avoiding the inappropriate use of an employee's position to gain an advantage for themselves and others.
- Following lawful directions or instructions given by their line manager or by any person having the authority to give reasonable directions. This applies regardless of whether an employee agrees with the direction or instruction.
- Answering fully and truthfully all questions within the scope of employment.

4.20. Smoking & Vaping

Smoking & vaping are not permitted in Council buildings, workplaces, vehicles, and areas designated as non-smoking under Victorian tobacco laws and in accordance with Council's OHS -031 Smoking in the Workplace.

4.21. Uniform

On commencement employees working in services that require the wearing of a compulsory corporate uniform will be provided with items as set out in Attachment 1.

In second and subsequent years employees will be provided with a maximum allowance to purchase additional corporate uniform pieces in addition to, or replacement of the initial allocation.

4.21.1 Compulsory Corporate Uniforms

All compulsory corporate uniforms must be purchased through an approved supplier of Council recognising that:

- the uniform has a Campaspe Shire Council logo included.
- the approved supplier has stock available all year around; and
- new employees can order in either summer or winter.

If employees wish to purchase additional items outside their annual allowances, Council will contribute 50% of the uniform cost (capped at the amount set by the Executive Leadership Group).

Exceptions

There may be occasions when circumstances prevent the corporate uniform being worn such as undertaking an extraordinary task, or some types of training, or on other occasions as determined by the Chief Executive Officer.

4.21.2 Return of Corporate Uniform

When an employee leaves Council's employ, they will be required to return all garments that have a Campaspe logo on them. Uniforms must be clean (either laundered or dry cleaned) and be returned before the last day of employment.

When footwear is provided for employees, the employee is required to exchange the old footwear (e.g. work boots) when collecting the new.

4.21.3 Sale of Corporate Uniform Pieces

If an employee has no further use for a piece of corporate uniform must be returned to Council (laundered or dry cleaned). No piece of used / secondhand corporate uniform may be 'sold' to another staff member.

4.21.4 Dress standards

Employees must ensure their appearance is professional, neat, clean, and appropriate for their area and type of work (this includes all clothing, accessories, hygiene and footwear).

Clothing should be comfortable and consider the following factors:

- new employees can order in either summer or winter.
- Health and Safety / mandatory PPE requirements
- Requirement for a compulsory uniform
- Type of duties to be performed
- Level of contact with clients, community members and external business.

The dress standard is unable to cover all contingencies, so employees are expected, based on the information in this Code, to use their best judgement in their choice of suitable clothing to wear to work, noting that their Manager/Director may interpret the Code differently.

Campaspe Shire branded clothing (uniform) must be worn in a complete fashion and not mixed and matched.

4.21.5 Name Badge

It is a requirement that employees always wear their Council name badge while performing their duties, at official functions and when engaging with the community.

4.21.6 Casual Clothes Days

Employees may wear casual clothes only on days nominated as such by the Chief Executive Officer.

4.21.7 Management Action

If a manager considers that an employee's attire is inappropriate, according to the requirements set out in this policy, they should approach the individual and ask for appropriate changes to be made.

Disputes over dress and presentation standards between the manager and employee should be referred to the Manager People and Culture.

4.22. Working with children and young people

Employees are required to prioritise the safety and wellbeing of children at all times and required to recognise both their legal and moral obligation to keep children safe from harm and abuse. As a child safe organisation, we are committed to providing welcoming, safe, and accessible physical and online environments where children feel valued, listened to, and considered in decisions that affect their lives. Council requires employees and its representatives to ensure that they are aware of Council's policies and practices that are required to be followed, and to undertake mandatory child safe training, in order to prevent harm to children and to respond when someone raises concerns about child safety or reports abuse. Council expects that all employees will ensure that they adhere to child safe principles and expectations for appropriate behaviour towards and in the company of children.

Employees are required to (but not limited to):

- Report any child safety concerns around suspected abuse / harm immediately.
- Treat all children with respect, equality, and dignity.
- Adhere to Council's Child Safe Policy and the Victorian Child Safe Standards.
- Adhere to Council's Child Safe Reporting Procedures,
- Undertake any required probity checks, including Working With Children.
- Ensure they hold current Working with Children checks (if required) in accordance with their position description.
- Declare any conflict of interest (such as an outside relationship) that may impact your role with children and young people accessing Council services.
- Undertake any compulsory Child Safe Training.
- Adhere to risk mitigation strategies and safe work practices when interacting with children.
- Ensure appropriate levels of supervision for all children.
- Ensure that children will be supported to express and enjoy their culture and demonstrate zero tolerance to racism.
- Promote the cultural safety of Aboriginal children and culturally and/or linguistically diverse children and supporting gender diverse children and children with a disability; and
- Listen to and respond to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another.

Employees must ensure that they do not (but not limited to):

- Develop any 'special' relationships with children and young people such as offering gifts, displaying favouritism or special treatment.
- Put a child at risk of abuse or harm either through negligence or inaction.
- Discriminate against any child or young person because of age, gender, cultural background, religion, disability, vulnerability, or sexuality.
- Have contact with children outside of Council's programs.
- Provide transport to children that is not in line with service provision.
- Condone or participate in illegal, unsafe, abusive, or harmful behaviour towards children – this includes physical violence, sexual abuse, emotional or psychological abuse, grooming, neglect, or sexual misconduct.
- Provide or offer children and young people alcohol, vapes, cigarettes or other drugs,
- Engage in childminding, mentoring and/or tutoring a child out of work hours (paid or unpaid) (without Council approval for secondary employment).
- Ignore or disregard any concerns, suspicions or disclosures of child abuse or harm.
- Have unauthorised contact with children and young people online, on social media or by phone; and
- Use or publish unauthorised images of children.

All, employees, Councillors and other representatives of Council are responsible for supporting the safety, participation, wellbeing and empowerment of children by reporting any concerns relating to harm or abuse of a child.

If there is immediate danger to a child or young person, urgently call the Police on 000 for advice.

Child abuse is any act that causes physical or emotional harm to a child, that is carried out by someone who is in a position of responsibility, trust or power. This might be an adult or an older child. There are different types of child abuse. Most children who are abused experience more than

one type. Child abuse comes in many forms including physical, sexual, emotional or psychological, grooming and neglect.

- Physical abuse is the non-accidental infliction of physical injury or harm of a child. Visible signs and examples of physical abuse may include bruises, welts, burns, fractures, multiple new and old injuries, bald patches on the head.
- Sexual abuse is when a person uses power or authority over a child to involve them in sexual activity and does not always involve physical contact or force. Visible signs and examples of sexual abuse may include injury to the genital/rectal areas, breast, thighs, discomfort during toileting.
- Emotional or psychological harm occurs when a child is repeatedly rejected, isolated or frightened by threats or by witnessing family violence. Visible signs and examples of emotional or psychological abuse may include language delays, stuttering, delays in emotional, mental or physical development.
- Grooming is when a person engages in predatory conduct to prepare a child for sexual activity at a later time. Visible signs and examples of grooming may include giving gifts, special attention, close physical contact, exposure to sexual content.
- Neglect is the failure to provide for the development and wellbeing of the child. It can be an isolated incident or an ongoing pattern. Visible signs and examples of neglect may include a child being inappropriately dressed for weather, hungry, tired, listless, not having adequate shelter.
- Family violence against a child or a child's parent is child abuse, and can include physical violence or threats, verbal abuse, emotional and psychological abuse, sexual abuse and financial and social abuse.

If any person in a position of authority within our organisation becomes aware of a substantial risk that a child may become the victim of a sexual offence committed by an adult associated with the organisation (for example, an employee, contractor or volunteer), and they have the power or responsibility to reduce or remove the risk, then they must take all reasonable steps to do so. A person in authority who negligently fails to take appropriate action to address the risk may be charged with the criminal offence of 'failing to protect' and may face a term of imprisonment.

If an adult reasonably believes a sexual offence has been committed by an adult against a child under the age of 16, they must report it to Victoria Police by calling 000 or going to their local police station. Failure to disclose the information may be a criminal offence.

5. Breaches of the Code

A breach of the Code can damage personal, business, public and work relationships, and reputations, and have serious consequences for individuals.

Witnessing breaches of the Code, and staying quiet about it, may have many similar adverse effects. It is important to remember that "the standard we walk past is the standard we accept". Any employee who observes inappropriate behaviour has the right and an obligation to report it by following Council's *Grievance Procedure*, see Attachment 3.

Employees have the right to lodge a complaint when they feel they have been unfairly or inappropriately dealt with regarding the Code. Complaints of this nature will be dealt with in accordance with Council's *Grievance Procedure*, see Attachment 3.

In the event of a proven breach of this Code, appropriate action will be taken in accordance with Council's *Disciplinary Action Procedure* and treated individually with all relevant circumstances being considered.

In some cases, the breach may constitute a criminal offence or breach of other legislation and be prosecuted by an external authority such as Victoria Police, IBAC (Independent Broad-based Anti-Corruption Committee), WorkSafe or The Commission for Children and Young People.

Human Rights

This Code has considered and complies with the Human Rights and Responsibilities contained in the *Victorian Charter of Human Rights and Responsibilities Act 2006* and the *United Nations Convention on the Rights of the Child*.

Definitions

Employees	For the purposes of this document, when the word 'employee(s)' is used, it also means contractors working in-house, temporary labour hire employees, trainees, volunteers, and work experience or graduate students who perform work for Council, whether employed on a full time, part time, casual, permanent, or temporary basis.
Workplace	For the purposes of this Code, the workplace is the place of employment and includes anywhere that an employee attends for the purpose of carrying out any function in relation to their employment with Council. It also includes any other work-related context, such as conferences, working from home, work functions or business trips.

Related Legislation

Child Wellbeing and Safety Act 2005 (Victoria)
Victorian Child Safe Standards
The Reportable Conduct Scheme
Equal Opportunity Act 2010 (Victoria)
Worker Screening Act 2020
Fair Work Act 2009 (Commonwealth)
Gender Equality Act 2020
Human Rights and Equal Opportunity Act 1986 (Commonwealth)
Local Government Act 2020
Occupational Health and Safety Act 2004 (Victoria)
Racial and Religious Tolerance Act 2001 (Victoria)
Victorian Charter of Human Rights and Responsibilities 2006 (The Charter)
Workplace Gender Equality Act 2012 (Commonwealth)

Related Policies, Procedures and Strategies

Campaspe Shire Council Enterprise Agreement
Child Safe Policy
Child Safe Reporting Procedures
Customer Service Charter
Disciplinary Action Procedure
Employee Handbook
Employee Leave Procedure
Fitness for Work Procedure
Fraud Minimisation and Reporting Procedure
Governance Rules
Grievance Procedure
Gender Equity, Diversity and Inclusion Policy
Information and Communication Technology Policy
Media Relations Policy
Health Wellbeing and Safety Policy
OHS 002 - PPE Guidelines

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- OHS 026 - Prevention of Violence in the Workplace
- OHS 031 - Smoking Procedure
- Privacy and Data Protection Policy
- Procurement Policy
- Public Interest Disclosure Procedures
- Records Management Policy (A-146)
- Respect and Equal Employment Opportunity Policy
- Smoking in the Workplace Policy
- Social Media Policy

All policies, procedures and guidelines referred to within this policy are accessible via the Council intranet. If unable to access the intranet, employees can request a copy from their manager/supervisor or the People and Culture Department.

Attachments

- Attachment 1 – Approved Uniforms

Review Period

One year

Responsible Officer

Manager People and Culture

Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the procedure, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a federal or state government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document.

Approval History

Adopted	22 June 2017	Executive Management Group
Revised	21 December 2021	Executive Management Group
Revised	June 2024	Executive Leadership Team

Attachment 1

Approved Uniforms**NOTE: Council logo is to be embroidered on left hand side of shirts, tops etc**

CUSTOMER SERVICE / LIBRARY / INDOOR STAFF		
Shirts/Polo/Tops	Pants/Shorts/Skirts	Jackets/Knitwear
Green, Blue, White, Grey, Check, Red, Green, Blue, White, Grey	Navy, Charcoal	Navy, Charcoal
CHILDCARE		
Navy	Navy	Navy
AQUATICS		
Navy blue and sky-blue tops (either combination) with Council logo in white	Navy blue or black	
Lifeguard	Follow LSV policy of red and yellow	

OUTDOOR STAFF	
Works / Parks & Gardens	Yellow Hi Vis Shirt plus appropriate PPE
Saleyards	Navy shirt
Animal Shelter	Navy long sleeved shirt Navy pants Navy vests and jackets Navy twill hat

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