

Code of Conduct



Name of Policy	Code of Conduct		
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Last Reviewed	April 2024	Due for review	

Code of conduct

This Worker Code of Conduct and Values statement (“Code”) outlines the required standards of behaviour and practice by workers in undertaking their role with Supporting And Linking Tradeswomen INC (SALT) and, where relevant, operates in conjunction with other policies relating to minimum standards of behaviour and conduct, the Contract of Employment or Contract for Services.

Scope

The Code applies to the Committee, all employees, volunteers, contractors (including temporary contractors) and any other person working for, or on behalf of SALT.

Purpose

SALT recognises the importance of a work environment which embodies the values that SALT promotes, **fairness, respect, integrity, and responsibility.**

The purpose of this Code is to describe the standards of behaviour and conduct expected when dealing with volunteers, members, stakeholders, suppliers, clients, other employees, management, the committee and the general public.

SALT expects the standards set out in this Code to be observed at all times. Any person who on reasonable grounds believes this Code has been breached may complain in writing to the Chief Executive Officer (CEO) (or delegated officer) specifying details of the alleged breach. Compliance with this Code is expected and non-compliance may result in disciplinary action, including the termination of employment or contract for services.

Requirements

All people representing SALT are expected to observe the highest standards of ethics, integrity and behaviour during the course of their work with SALT. This Code provides an overview of SALT’s fundamental business values. It is by no means exhaustive, but summarises some of SALT’s most important policies.

A person representing SALT is expected to conduct themselves in a professional and courteous manner and observe the following standards of behaviour whenever and wherever they are representing SALT.

General principles guiding worker conduct

Support and demonstrate SALT’s purpose and values, where we believe we have a significant role in influencing society to enhance trade and work opportunities for all people.

SALT’s aims are:

- Provide support and mentoring to tradeswomen in Australia including apprentices and women seeking to work in the trades.
- Provide avenues for women to meet other tradeswomen, apprentices and others to share experiences.
- Promote women in the trades to the general public and industry.

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- Advocate for change to attitudes to women working in the trades.
- Campaign for changes which enable women to train and work in the trades.
- Promoting diversity and acceptance for all people in the trades.

As SALT and society has evolved, we recognise the barriers for women entering and remaining in trades are similar for people who identify as non-binary, or with a gender different from that assigned at birth. SALT aims to support, promote and advocate for all people, and recognises that our language and messages need to evolve to ensure that others facing discriminatory and restrictive work opportunities based on gender biases, know they are supported by SALT's work.

SALT also recognises the supportive work of many men that are aligned with and work towards these aims.

1. Promote a fair and ethical environment

- Endeavour to always promote and uphold the organisation's values, guiding principles and objectives
- Act with fairness, integrity, honesty, transparency, and impartiality in all dealings with others
Treat others with respect and courtesy having regard for their dignity and rights
- Prevent and respond to unlawful discrimination against other workers, clients, and stakeholders.
- Promote confidence in the integrity of SALT by always acting in the public and organisation's interest and not private interest
- Protect the reputation of SALT in all circumstance both at work and outside work
- Any complaints or problems about practices at any level should be discussed with the appropriate person and the appropriate investigation/grievance procedures will be followed.

2. Promote and value Equity, Diversity and Inclusion

- Act to create and promote a respectful, courteous, inclusive and fair environment at all times, where differences are respected, valued and utilised to create a productive and collaborative environment
- Demonstrate commitment towards creating and maintaining a culture where others feel supported, confident and safe to learn and try new skills
- Provide others with opportunities for genuine participation and consultation about decisions affecting them
- Treat people in a fair, consistent and non-discriminatory manner. Do not discriminate, victimise or harass a person based on any specified attribute(s) such as their race, colour, national or ethnic origin; gender; pregnancy; marital or relationship status; family responsibility; breastfeeding; age; disability; sexual orientation, gender identity, trans-sexuality or intersex status; union affiliation, political conviction or religious beliefs
- Not engage in bullying, violence, harassment, or any other forms of victimisation

3. Safe work practices and environment

- Perform duties in a safe and competent manner in accordance with relevant Work Health and Safety legislation and SALT's policies and procedures, and not undertake work beyond their capacity or competence
- Not put themselves or others at risk or reduce their ability to carry out their duties through unsafe practices
- Not use, distribute, sell, possess or be impaired by the use of drugs and alcohol in the Workplace
- Take action in preventing, identifying and responding to workplace health and safety risks.

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- All people involved in work with children or vulnerable people on behalf of SALT will comply with the SALT Working with Children and Vulnerable People Policy.

4. Exercise caution when making Public Comment

- Only make public comment when authorised to do so by the CEO
- Use of social media does not compromise the organisation's reputation and does not include derogatory, shaming or other personal attacks towards or about workers, the governing body, clients or other stakeholders
- Distinguish clearly between statements and actions made as a private individual and as a representative of SALT
- SALT should always be portrayed in a positive light and comments should only be based on facts gained from reliable sources

5. Protect Confidential Information and comply with Privacy requirements

- Do not disclose or divulge any confidential information without proper authority
- Collect, use and disclose personal, sensitive information strictly in accordance with the National Privacy Principles as described in the Privacy Act 1988

6. Avoid Conflicts of interest

- Declare and appropriately manage real or apparent interests that may conflict with the way you carry out your duties
- Do not accept gifts, benefits or favours that may influence or be reasonably seen to influence your decision making

7. Efficient and effective use of SALT's resources

- Use SALT's facilities, equipment and plant efficiently and only for the intended work-related purpose
- Do not use SALT's equipment or facilities to make, receive, or send fraudulent, unlawful, discriminatory, defamatory, obscene or abusive information, calls or messages. Report any threatening, intimidating or harassing information and communication to the CEO (or delegated person)
- Act in a Professional Manner
- Be familiar and comply with any relevant legislative, industrial or administrative requirements, and SALT's rules, policies and procedures
- Obey any lawful and reasonable direction given by a person having authority to give direction
- Comply with the prescribed terms and conditions of your position/contract and act within the powers pertaining to the role
- Display skill, care and diligence required of the role
- Work collaboratively with others in a spirit of teamwork to contribute to an efficient, harmonious and pleasant working environment
- Ensure work is centred on the needs of SALT and within constraints of time, funding and availability
- Accept responsibility for own decisions and actions and for any reasonably foreseeable outcome of those decisions and actions
- Keep up to date with advances and changes and always look for ways to improve performance and achieve higher standards
- Manage people and utilise the resources, information and authority at your disposal in an efficient, responsible and justifiable manner

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What happens if you breach this Code of Conduct

If you breach this Code of Conduct you will face disciplinary action, which may include termination of employment or cessation of engagement with the organisation.

This Code is updated from time to time but formally reviewed at least annually.

Code of Conduct Agreement

I, _____ (Name)

have read, understand and agree to this SALT Code of Conduct. I commit to the required standards of behaviour and practice as outlined in the Code of Conduct.

Signature: _____

Date: _____