



**Tomorrow Today Education Foundation
Policy Documentation**

Policy:	Employee Code of Conduct	Last updated:	July 2022
Category:	Human Resources	Status:	Approved
Purpose:	To outline the standard of behaviour expected of employees	Approved by:	Board
		Endorsement Date:	July 2022
Definitions:	A Code of Practice is a set of conventional principles and expectations that become a standard for all employees and relates to an individual's conduct, work performance and working relationships with other stakeholders.	Review Date	July 2024

Guidelines

The *Code of Conduct for Victorian Public Sector Employees (No. 1) 2007* provides a general point of reference for the Employee Code of Practice at Tomorrow Today Education Foundation.

All employees, upon commencement of duty, are required to acknowledge in writing that they have read, understood and fully accept this Code of Practice.

The Code of Practice requires that employees demonstrate at all times high standards of professional and ethical behaviour. Employees should:

1. Avoid behaviour that could reasonably be perceived by others to be harassment, intimidation, discrimination on any basis, bullying or threatening in any other way.
2. Perform their duties conscientiously, to the best of their ability and in accordance with the best interests of Tomorrow Today at all times, including: -
 - Making the best possible use of their work hours, completing their fortnightly timesheet in a timely manner and recording their work hours correctly and honestly.
 - Keeping personal calls and non-work related mobile phone use to a minimum.
 - Scheduling personal appointments outside working hours wherever possible.
 - Using Tomorrow Today's facilities and resources in a fit and proper manner.
 - Ensuring that good value is received for expenditure of Tomorrow Today funds.
 - Providing receipts/invoices for approved purchases.
3. Ensure that their personal appearance and presentation are clean, tidy and appropriate for their work role. When determining dress this means:
 - Wearing professional attire for formal events or meetings which require them to interact with the community, partners & funders as a representative of Tomorrow Today.
 - Dressing appropriately for their role in leading physical or outdoor activities.
 - Complying with relevant workplace health and safety regulations as they apply to protective apparel, e.g. appropriate shoes, protective clothing, and sun-safe attire when outdoors.
 - Not wearing revealing clothes that may be construed as suggestive and/or offensive.
 - Not wearing torn or dirty clothes, or clothes with inappropriate slogans (e.g. advertising for tobacco and alcohol).

4. Avoid any perceived or actual conflict of interest. Employees must not use their positions or the knowledge gained as a result of their positions for private or personal advantage. Regardless of the circumstances, if an employee senses that a course of action may involve them in a conflict of interest with their employer, they should immediately communicate all the facts to the Executive Officer, or in the case of the Executive Officer, to the Board of Tomorrow Today Education Foundation.
5. Not, under any circumstances, seek or accept any direct or indirect pecuniary benefit from a third party in connection with the performance of their duty.
6. Comply with any lawful and reasonable direction given by the Executive Officer or delegate.
7. Take all reasonable steps to protect, and not disclose, confidential information related to other people or businesses connected to Tomorrow Today.
8. Maintain and observe all occupational health and safety requirements in the workplace, and not act or fail to act in any circumstance which may cause injury or harm to any other person. Employees must not use, distribute, sell, possess or be impaired by the use of drugs or alcohol in the workplace. Tomorrow Today is a smoke free workplace. Smoking is not permitted in offices or in the premise's shared outdoor areas.
9. Observe the Tomorrow Today media and communications policy. This includes: -
 - Communicating respectfully with all program participants, partners, stakeholders and the wider community.
 - In all matters relevant to customers, suppliers, government authorities, the public and others, make every effort to achieve complete, accurate, and timely communications - responding promptly and courteously to all proper requests for information and to all complaints.
 - When communicating publicly on matters that involve Tomorrow Today business, not presume to speak for Tomorrow Today on any topic, unless certain that the views expressed are those of Tomorrow Today, and it is Tomorrow Today's desire that such views be publicly disseminated.
 - When dealing with anyone outside Tomorrow Today, including public officials, take care not to compromise the integrity or damage the reputation of either Tomorrow Today, or any outside individual, business, or government body.

Failure to comply with the Code of Practice

Where an employee fails to comply with the Code of Practice, the Executive Officer will determine the appropriate course of action.

Should the Executive Officer or a Board member be in breach of the Code of Practice, the Board Chair will determine the appropriate course of action.

Breaches of the Code of Practice by an employee may result in disciplinary procedure, and in a severe case, termination of employment.

Relevant documentation

1. Bullying and Harassment Policy
2. Grievance and Dispute Policy
3. Probation Policy
4. Induction Procedure