



POLICY – Human Resources

Policy Number 03-013 – Code of Conduct

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Approval

Delegation required for approval: *Chief Executive Officer*

Approving officer:

Name: Anna Carroll Position: Chief Executive Officer

A handwritten signature in black ink that reads "A Carroll".

Signature: _____ Date: 5 July 2013

Purpose and Background

The Code of Conduct prescribes the standards required of employees of Netball Queensland. It is one of the elements that bring employees together. It states who we are and how we conduct ourselves in our work on behalf of Netball Queensland and in situations where we are recognised as a spokesperson or representative of Netball Queensland. It represents the organisational culture we strive to have and provides a shared understanding and expectation of the way we behave as individuals, towards each other, our members, sponsors and the general public.

The Code supplements our legal obligations in areas such as Occupational Health and Safety, Equal Opportunity and Privacy.

Policy Statement

Netball Queensland is committed to fostering a safe, friendly and enjoyable working environment for all its employees. How employees conduct themselves and in particular their behaviour and actions is an important contributor to this. As an employee of Netball Queensland and as a term of employment with Netball Queensland a condition of service is to agree to abide by Netball Queensland's Code of Conduct.

Netball Queensland treats breaches of the Code of Conduct seriously. All employees have a responsibility to act consistently with the behaviours of this Code. Failure to comply with the expectations set out in this Code may lead to disciplinary action or termination of employment as an employee.

The fundamental principles of the Code of Conduct are:

- Employees shall fulfil their lawful obligations to Netball Queensland with professionalism and integrity
- Employees shall perform their official duties honestly, faithfully and efficiently, respecting the rights of the public and their colleagues
- Employees shall not bring their employer into disrepute through their private activities

Applicability

The Code of Conduct applies to all employees of Netball Queensland.

The Chief Executive Officer is the Policy Owner immediately responsible for the implementation and review of this policy.

Definitions

Definitions that pertain to this policy/procedure

Legislative Requirements

Racial Discrimination Act 1975

Sex Discrimination Act 1984

Disability Discrimination Act 1992

Human Rights and Equal Opportunity Act 1996

Anti-Discrimination Act 1998

Age Discrimination Act 2004

Code of Conduct

Netball Queensland will advise employees of the application of the Code to them and provide a copy to all new employees at commencement of employment.

Violation of this Code of Conduct may constitute misconduct depending on the circumstances and could lead to disciplinary action including a written warning being issued or dismissal.

Acceptable Behaviour

Netball Queensland expects all members, service providers, employees including volunteers will abide by the following Code of Conduct. With regard to abuse, discrimination and harassment such members will:

- Not knowingly discriminate against, abuse, harass, ridicule or embarrass anyone covered by this Code of Conduct

- Be fair, considerate and honest in all dealings with others.
- Treat all persons with respect, dignity and proper regard for their rights and obligations.
- Respect the privacy of other persons.
- Act at all times in a fair and sporting manner and in such a way as to ensure good relations within and between teams and other organisations.
- Not engage in excessive sledging during competition.
- Discourage people not associated with the team from fraternising with team members during tournament, competitions and events, without the express authority of team management.
- Ensure that all under-age team members be accompanied and/or observed during sporting and associated activities.
- Refrain from intimate relations with members whom they have a supervisory role or power over.
- Refrain from any form of victimisation towards others.
- Conduct themselves in a proper manner to the complete satisfaction of Netball Queensland or a Member Organisation and its delegates, so as not to bring themselves, Netball Queensland Member Organisation or the team into public disrepute or censure.
- Not disclose to any unauthorised person or organisation information that is of a confidential nature concerning the team or an individual connected with the team, Netball Queensland or a Member Organisation.
- Not promote, or pass on, exchange or publish information whereby that information may be of a confidential, offensive, scandalous, unsubstantiated or derisive type.
- Understand the consequences of breaching the Netball Queensland Member Protection Policy.
- Immediately report any breach of the Netball Queensland Member Protection Policy to the appropriate authority.

Related Document

Conflicts of Interests Policy
 Fraud Risk Management Policy
 Financial Delegations Policy
 Privacy Policy
 Computers Internet and Email Policy
 Drugs, Alcohol and Smoking Policy