

VALUES & CULTURE

ATEC's VALUES

Adaptability – Teamwork – Excellence - Commitment

Integrity and Respect

RESPECT

- Respect, courtesy and professionalism will underpin interactions and communication with all people: employees, customers, clients, students, contractors, visitors

PRIVACY

- Privacy and confidentiality will be paramount at all times.
- Privacy principles apply to individuals – employees, employers, customers, students, clients, contractors, visitors or service provider to ATEC.
- We each have a duty of care to protect everyone's reputation.
- We must protect information collected about people and comply with the provisions of the Australian Privacy Principles in the *Privacy Act 1988*. This involves accessing, receiving, divulging and/or sharing information **only** on a "needs to know" basis.
- We will not engage in conversation and speculation about other people as it is seen to be gossip and has the capacity to be destructive to individuals, workplace morale and business.

SAFETY

- Workplace health and safety is everyone's responsibility.
- We will be alert to health and safety issues in our workplace at all times – before, during and after work is done.
- We will make sure that we understand our individual health and safety responsibilities, and help others understand their health and safety responsibilities.
- We will work together to develop and implement procedures and systems for every job.
- We won't let work start without finding and fixing any dangers or risks that might be involved in the work.
- We will think about how we can do the job safely before we start work

QUALITY

- We will complete all duties in compliance with the ATEC management system in order to:
 - maintain and improve the quality of ATEC services
 - enable us to meet our obligations to customers
 - ensure we maintain our industry and quality accreditation
 - maintain and build on our good reputation for services and contract performance
 - quickly identify and manage risk well
 - identify opportunities for improvement