

CODE OF CONDUCT SAMPLE

This Code of Conduct Sample is designed as a guide for use by members of the Employers' Chamber. It is part of a suite of resources to help businesses put in place effective practices and procedures for their organisations.

Please be aware that no generic document can cover all circumstances and that you may need to adapt this to the needs of your business.

If you need further assistance with putting this resource into effect, or with other employment or business issues, please call the Employers' Chamber Advisers on (03) 366 5096

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As an employee, it is important that you know what personal conduct is expected of you while on the job. In most instances, your own good judgment will tell you what the right thing to do is.

In addition to complying with Company policies and job specific requirements, you are also expected to obey the rules and regulations of [COMPANY] job/internet sites. If your performance does not meet position requirements, you may be subject to disciplinary action, up to and including immediate termination, with or without notice, and with or without cause at any time.

The following are examples of conduct prohibited by [COMPANY] policy:

The following examples are not intended to constitute a complete and exhaustive list of prohibited conduct. In addition, the Company reserves the right to change the examples listed below at any time with or without notice.

While discipline for standard violations will follow a progressive disciplinary procedure, the Company reserves the right to implement discipline in accordance with the grievousness of the violation.

Violations of these or any other Company policies may subject you to disciplinary action, up to and including immediate termination:

- Theft, fraud, embezzlement or other proven acts of dishonesty.
- Any harassment of another employee (verbal, physical, or visual), including sexual harassment such as offensive gestures, unwelcome advances, jokes, touching, or comments of a sexual nature made to or about another employee, vendor or customer.
- Obtaining employment or promotion on the basis of false or misleading information.
- Soliciting or accepting gifts (money, services or merchandise) in connection with Company business.
- Reporting for work under the influence of alcohol or any illegal substances; or possession, sale or distribution of alcohol or illegal substances while on Company premises, or abusing such items while representing the Company or conducting Company business.
- Engaging in unauthorized employment elsewhere while on paid benefits related to illness, or while on an extended absence.
- Assisting anyone, whom you know or suspect to be involved in committing any crime or engaging in any conduct which rises to the level of a crime.
- Falsifying Company documents or records, including misuse of timekeeping records, or falsely inputting payment data.
- Insubordination, meaning refusing to follow legitimate instructions of a superior directly related to performance of one's job.
- Disrupting the work environment.
- Excessive absenteeism or unacceptable patterns of absenteeism.
- Repeatedly failing to use a time-clock as directed.
- Job abandonment, meaning the failure to report to work without properly notifying one's immediate supervisor, or leaving a job assignment prior to completion of your responsibilities.
- Conduct that is likely to cause another employee, customer or vendor of the Company embarrassment, loss of dignity, feelings of intimidation, or loss of opportunity, including all forms of discrimination and harassment.
- Unauthorized use of Company or customer supplies, information, equipment, funds, or computer codes/passwords.
- Knowingly mishandling a customer's or potential customer's account. This includes improper discriminatory practices.
- Refusing to repay documented overpayment of any compensation.
- Possessing firearms or weapons while on Company premises or carrying them while on Company business; or threatening the personal safety of fellow employees, customers, or vendors.
- Committing any act, on or off the Company's premises, which threatens or is potentially threatening to the reputation of the Company or any of its employees, customers, or vendors.
- Repeatedly failing to meet job responsibilities, job budget or quality requirements.



Expectations

As your employer [COMPANY] has certain expectations of you. As an employee you have expectations of [COMPANY].

[COMPANY]'s expectations of employees

[COMPANY] expect you to:

- be present at work as required
- maintain agreed standards of performance
- comply with health and safety policies and procedures
- comply with all lawful and reasonable instructions
- maintain set standards of integrity, conduct, and concern for the public interest
- demonstrate commitment to [COMPANY] vision, values and goals
- be active in your self-development.

Employees' expectations of [COMPANY]

[COMPANY] has an obligation to behave in a fair and reasonable manner towards employees by acting in compliance with its legal commitments. To do this [COMPANY] will develop and implement human resource policies.

These include:

- impartial and open selection and appointment procedures
- clear statements of duties and expectations
- regular and appropriate communication and feedback about work performance
- fair rates of remuneration for competence, responsibilities and performance
- a safe and healthy workplace and work processes
- good working conditions including freedom from harassment or discrimination
- appropriate training and equipment
- equal employment opportunities
- opportunities for development.

Principles of the Code

The Code of Conduct is based on three principles of conduct which all employees are expected to observe:

First Principle:

Employees should at all times maintain proper standards of integrity, conduct, and professionalism.

[COMPANY] and its stakeholders, and the job holder's professional colleagues have a right to expect that personal integrity, respect for people, impartiality, and respect for the law will be demonstrated at all times, together with technical expertise, personal effectiveness, and continuing professional development.

Second Principle:

Employees should perform their duties honestly, faithfully and efficiently, respecting the rights of the company, partners, and clients.

You should carry out your duties in an efficient and competent manner in compliance with the policies and prescribed operating standards and procedures of the company.



You are expected to:

- comply with all reasonable instructions and work as directed by your manager
- be familiar with, and consistently apply, the Acts and Regulations that directly affect your work
- be familiar with, and consistently apply, the requirements of [COMPANY] operational manual, as well as wider [COMPANY] policies and procedures that affect your work, for example policies for managing human resources
- be consistent and fair in requiring compliance with statutory obligations
- adhere to your delegations, not exploiting or abusing any power or authority accorded to you because of your role. Authority includes statutory, delegated and administrative authorities
- not give any false information or make any false declaration
- obtain permission from your manager before entering into any contract or agreement
- not create any liability for [COMPANY] beyond your authorisation
- consistently follow workplace procedures for documenting decisions for action, and the reasons for taking those decisions
- show reasonable care for [COMPANY] property, resources, and funds and neither use nor approve them to be used for anything other than authorised purposes
- contribute to a safe workplace by knowing and carrying out your responsibilities (as an employee or as a manager) under health and safety legislation
- contact your manager within 30 minutes of your normal/rostered starting time, or in accordance with local instructions, if you are unable to work because of sickness, or an emergency
- maintain the standard of dress and general appearance required in your workplace.

Third Principle:

Employees should not bring their employer into disrepute through their private activities.

Personal behaviour

You should avoid any activity (work-related or private) which could reflect badly on [COMPANY] or jeopardise its relationships with Clients, employees, or the general public.

Whether any such activity constitutes misconduct will depend on the circumstances of the case and may vary according to the position you hold.

Minor offences against the law outside of your work may be of no concern to [COMPANY] where they do not involve breaches of trust, or otherwise impair your ability to carry out your duties.

However, other cases may be of concern and may call into question fitness for continued employment.

You must inform your manager immediately:

- of any criminal charge laid against you in a criminal court and any convictions you receive
- if you apply for bankruptcy or become bankrupt.

Every situation will be judged on its own merits but, in general, if you are convicted of an offence and receive a custodial or community-based sentence your employment will be discontinued.

If you are convicted of an offence which is punishable by a custodial or community-based sentence your continued employment will be subject to the discretion of the Director.

Some situations leading to a court appearance may constitute serious misconduct and thus render your continued employment inappropriate, even though you may be placed on diversion or discharged without conviction.



Breach of Code

Any behaviour or action which may be in breach of this Code will be given full and impartial consideration. If a breach is identified, disciplinary action may be taken.

[COMPANY] employment agreements, employee manual and the human resources toolkit describe the procedures for disciplinary action, the primary aim of which is to correct unacceptable employee behaviour or performance. A copy of the employment agreement that applies to you and the manual are available. You should make yourself familiar with these procedures so you know what action may be taken if you breach this Code.

If you are unsure of the proper conduct for any situation, or the standards of performance expected of you, or think you might be at risk of breaching the Code, discuss the situation with your manager.

Duration of Employment

[COMPANY] do not require employees to commit to employment for any specific duration, and the Company does not commit to employees that their employment will last for any specific duration. Consequently, all employment by the Company is considered at will. This means that [COMPANY] may terminate your employment at any time for any lawful reason and likewise you are free to resign your employment at any time.

Only the [Director, Manager, Owner] can modify this relationship and, even then, only in writing.

The Company requests that employees give a four week notice of resignation. Upon termination, you will be paid all earned wages by your next regularly scheduled payday. Within 30 days of termination of employment, you will be paid all earned, unused annual leave at your base (salary) or routine/normal (hourly) rate of pay.

