



CW004 Employee Code of Conduct

Purpose

This document contains the principles and sets of values of CuriousWorks (the 'Association'), as well as the standards of conduct and general conditions applying to all employees of CuriousWorks.

For the purposes of this document, employees are defined as:

- any CuriousWorks employee whether permanent, temporary, full-time, part-time or casual, and;
- any contractor, consultant, volunteer, intern and anyone who works in any other capacity for CuriousWorks.

This Code applies at all times when performing CuriousWorks duties, including when we are representing CuriousWorks at conferences, training programs, online and other work-related activities. This Code exists to protect all parties and to ensure a safe and rewarding work environment for everyone.

Section 1 - Appropriate Behaviour

It is expected that CuriousWorks employees:

- will act ethically, with honesty and integrity, in the best interests of CuriousWorks at all times.
- will present and work in a state of sobriety and will not consume alcohol or unauthorised drugs during work hours.
- will make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures;
- will treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare; and
- will contribute to a harmonious, safe and productive work environment & culture through professional workplace relationships.



Section 2 – Professional Conduct

It is expected that CuriousWorks employees:

- will ensure their behaviour is consistently professional and in no way jeopardises projects and the reputation of the Association. People representing the Association are expected to be punctual, reliable, accountable and otherwise co-operative and professional in their behaviour;
- will competently perform all assigned duties and responsibilities, as well as work cooperatively and effectively with all other employees, without restriction and demarcation.
- will take responsibility for their own actions, ensuring appropriate use of information, transparency, accountability, exercising diligence and duty of care obligations; and comply with all Association Policies and Procedures;
- will not harass, bully or discriminate against colleagues, members of the public and/or other employees or participants of CuriousWorks projects; Employees are expected to act in accordance with the Workplace Harassment & Bullying Policy (CW008) at all times.
- will have an understanding of the content and nature of the community group and/or project and will ensure proper regard to sensitivities, cultural traditions and languages. For example, references to certain religious symbols or to a deceased person may be offensive to some cultures.

Section 3 – Safe Work Environment

Your personal safety and the safety of those around you is our first priority. Consistent with this, it is expected that CuriousWorks employees:

- will at all times work in a safe manner and contribute towards a safe working environment.
- will not tolerate physically or emotionally threatening behaviour by any person working with and for the Association, including employees, volunteers and project participants.
- are aware of Occupational Health and Safety responsibilities as outline in the Occupational Health & Safety Policy (CW006), including the proper use of equipment
- will ensure the Association is aware of any activities which may cause damage to property (for example, the use of fire) or may be a safety hazard.



- will report to the Association immediately following any incidents, accidents or injuries affecting the safety of employees, participants or members of the public; and will complete an Incident & Injury Report (CW014) and present it your supervisor within 2 (two) working days of all accidents and injuries.

Section 4 – Use of Resources

It is expected that CuriousWorks employees:

- ensure the efficient use of Association funded resources, including office facilities and equipment, camera & digital media equipment, travel expenses, corporate credit cards etc.;
- use CuriousWorks’ information and communication tools in an effective, ethical and lawful manner.
- will protect CuriousWorks’ property and the belongings of others from theft, misappropriation and misuse.
- are committed to managing and improving the Association’s environmental impact and waste and apply best practice standards for environmental management in the workplace. This includes a commitment to recycling and waste management; to the purchase of recycled products where possible and within reasonable cost boundaries; to conserve resources through the management of water, energy, and paper consumption; to reduce energy usage through efficient power usage; to ensure that our operations meet or exceed any relevant environmental regulations; and to promote a sound awareness of, and favourable behaviours towards the environment among all CuriousWorks employees, stakeholders, partners and service users.

Section 5 – Privacy & Confidentiality

- All CuriousWorks employees have the right to privacy, confidentiality and freedom of information.
- Any individual has the right to access information relative to him/ herself; Confidential information relating to an individual is not to be released to anyone without written consent from the individual.
- The only information collected and stored by CuriousWorks shall be that which is directly



relevant and necessary for CuriousWorks activities.

- Personal contact details (including phone numbers, email addresses and physical addresses) of any employee, past or present, are not to be given to anyone under any circumstances. CuriousWorks must contact the person whose details are being requested and provide them with the details of the person wishing to make contact. In the event that contact details are inadvertently divulged without permission, the CEO must be notified immediately.
- Should an employee have no contact with CuriousWorks for a period of 3 years, all confidential information relevant to that individual will be shredded using either the office shredder or a contracted shredding Association.
- The security of employee's Personal Data in online databases and documents on the computer is maintained by the use of passwords and permission restrictions.
- Employees representing the Association will ensure that confidential information acquired in the course of the project or work duties is not disclosed or used, except where there is a legal duty to disclose.

Section 6 - Conflict of Interest

It is expected that CuriousWorks employees:

- will disclose any personal, business or artistic engagements undertaken while in employment with CuriousWorks, which may affect work duties or give rise to actual or perceived conflicts of interest.
- will ensure personal or financial interests do not conflict with the ability to perform work duties in an impartial manner;
- not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of CuriousWorks;
- where conflicts of interest do arise, ensure they are managed in the best interests of the Association.

In the instance where the employment and engagement of employees involves personal or significant relationships it is expected that:



- employees take suitable measures to avoid or appropriately deal with any situation in which they have, or be seen to have, a conflict of interest arising out of their relationship with another employee. In particular, staff should avoid situations which may require them to supervise a staff member with whom they have, or have had, a personal, commercial, familial, or other significant relationship.
- where both a supervisory role and significant relationship between staff members co-exist, supervision must be openly seen to be of the highest professional standard and neither unfairly advantage nor disadvantaging the supervisee.
- where a personal relationship affects the effectiveness or efficiency of the Association, or where employees' abuse the responsibilities of their position(s), normal disciplinary measures will apply.
- the CEO or Chairperson of the Committee of Management must be informed when a conflict of interest can, does or could be perceived to arise. This encompasses a situation where there is a proposal to offer employment, promotion, transfer, or engage the services of a person who is known to have a personal or other significant relationship in the same work location; and would be working with the other person in the relationship as a supervisor or subordinate. Similar considerations apply in situations where a relationship has developed subsequent to employment.

Section 7 – Complaint Procedure

Anyone wishing to make a complaint under this code should follow the CuriousWorks Complaint Procedure (CW013).