

South Bank Corporation Policy

Corporate Services

SUBJECT: Code of Conduct handbook for Employees
DATE CREATED: January 2009
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Purpose

This guide provides a brief introduction to the South Bank Corporation Code of Conduct by highlighting its principles and some of the main areas of application

Why do we have a Code of Conduct?

Public sector employment involves a position of trust. The standards of conduct of public sector employees at all levels are a matter of legitimate concern by government, your fellow public sector employees and the community. The Code helps people to do their job by outlining expected standards of official conduct, relationships and behaviour.

Does this Code of Conduct apply to me?

South Bank Corporation's Code of Conduct applies to all members and staff of the Corporation, including temporary staff. It also covers consultants and members of boards, reviews, advisory panels and selection committees that use Corporation resources or have access to official information. As an employee of South Bank, you are required to be familiar with the Code.

The Code is based on five principles:

1. Respect for the law and the system of government
2. Respect for persons
3. Integrity
4. Diligence
5. Economy and efficiency

What does the South Bank Corporation Code of Conduct require?

- *Respect for the law and the system of government (pages 9-11)*
Comply with all reasonable, lawful instructions and act in the public interest, accepting that the Corporation has the right to determine policy and priority.
- *Respect for persons (pages 11-13)*
Treat the public and other staff in a reasonable, courteous, equitable and fair manner and observe merit on recruitment and promotion. Adhere to management principles and practices which foster the rights, dignity and well-being of employees and acknowledge and encourage the contributions and aspirations of co-workers.
- *Integrity (pages 13-26)*
Serve the Corporation in an absolutely unbiased and apolitical manner, basing your decisions and other actions on thorough and dispassionate analyses.
Safeguard official information and don't disclose or use it improperly.
Declare private interests where they might present a conflict with your public duties.

- *4. Diligence (pages 26-27)*
Possess the competencies and skills for the job in hand and strive for high standards in public administration. Foster competent management strategies and be able to take responsibility and give justifications for decisions and actions.

Be capable of invoking and enforcing effective management, including disciplinary procedures, and be willing to update and expand concepts, skills and abilities.

- *Economy and Efficiency (pages 27-29)*
Use or manage both human and material resources efficiently and effectively, seeking to optimise Corporation performance.

Conserve and safeguard public assets, implement corruption prevention strategies, budget honestly, don't misuse agency equipment or vehicles and respect the environment.

Who should I talk to if I am uncertain about a matter?

Refer to the Code: it may provide the information you need. Alternatively, talk to your team manager, the Chief Executive Officer, or the Co-ordinator, Human Resources.