



Illawarra Venues Authority

CODE OF CONDUCT PROCEDURES

SUBJECT: Code of Conduct Policy -
Employees Procedures
Policy No: IVA 006

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1. **SCOPE**

This Standard applies to all Illawarra Venues Authority (IVA) employees and other persons at work in IVA venues. It covers the manner in which the Authority expects all employees and contractors to behave, at work, including OHS, safety and drug and alcohol related health and safety issues and matters of honesty and proprietary.

2. **DEFINITIONS**

Code of Conduct – means when, the manner in which an employee or contractor conducts themselves, with the Code detailing the appropriate standard set by the Illawarra Venues Authority.

At Work – means on IVA premises and at any other location where work is being carried out on behalf of IVA.

3. **CODE OF CONDUCT (EMPLOYEES)**

As a staff member of the IVA you are a representative of one of Australia's premium entertainment and sporting venues. In a significant way, your position and the responsibilities it carries, contributes to the enjoyment and satisfaction of clients, patrons and the public generally.

All employees of the Illawarra Venues Authority are expected to observe the highest standards of ethics, integrity and behaviour during the course of their employment with the Authority. The standards expected of employees include:

- a. Complying with the laws of the land
- b. Complying with all Authority policies, procedures, rules, regulations and contracts;
- c. Complying with all reasonable and legal instructions of managers or supervisors;
- d. Being honest and fair in dealings with customers, contractors, clients, co-workers, Authority management and the general public;
- e. Maintaining punctuality;
- f. Observing Occupational Health & Safety rules;

4. **EQUIPMENT**

Staff are expected to respect the Authority's ownership of all Authority funds, equipment, supplies, books, records and property all employees are to follow the following standards;

- a. Unless express permission has been granted, Authority equipment, facilities or resources are not to be used for private purposes;
- b. The Authority's computing and Internet facilities should not be used to access, download, transmit or display material which might be offensive to co-workers or the public, and is not relevant to their work. (See Internet and Email Policy on the Intranet or ask for a copy)
- c. Theft of Authority or clients' property will be dealt with severely and may involve the reporting of suspected occurrences to the Police for investigation.

5. MORALITY

- a. To maintain during employment with the Authority and after the termination of employment, the confidentiality of any confidential information, records, or other materials acquired during the course of employment with the Authority;
- b. While employed at the WSEC, full time employees are not to accept any employment with another organisation that is a supplier or a competitor of the Authority, or any other employment that could result in a perceived or actual conflict of interest with the Staff Member's position at the Authority. Any other employment that could result in a perceived or actual conflict of interest with the Staff Member's position at the Authority will be discussed with management and the employee concerned;
- c. Staff are not to make any unauthorised statements to the media in regard to the Authority's business (all requests for media statements are to be referred to the General Manager)
- d. The IVA has a very clear expectation that no staff will be involved in, motivate or encourage discrimination or harassment of co-workers, customers, clients or members of the public on any grounds including sex, marital status, pregnancy, age, race, ethnic or national origin, physical or intellectual impairment, political or religious conviction, homosexuality, trans-sexuality, and HIV/AIDS;
- e. Staff are expected to refrain from any aggressive or hostile behaviour, and not use any profanities, intimidation or coarse language in the workplace
- f. Staff are not to work when under the influence of drugs or alcohol in the workplace. (*Refer to Drug & Alcohol Policy*)

6. APPEARANCE

Staff are expected to dress in an appropriate manner and to ensure that appearance is presentable, clean, neat and tidy and in addition where protective clothing when and where necessary.

7. BREACHES OF CODE OF CONDUCT

Breaches of the Code of Conduct will be dealt with in accordance with the IVA (*Refer to Discipline and Termination Policy*).

8. CONTRACTORS

It is again emphasised that it is expected, by the Illawarra Venues Authority agreement to hire the venues that clients of the Authority, their employees, volunteers and contractors, will also adhere to these standards of ethics, integrity and behaviour, during their occupancy of Authority venues.