

Municipal Association of Victoria
Staff Code Of Conduct Policy

June 2014

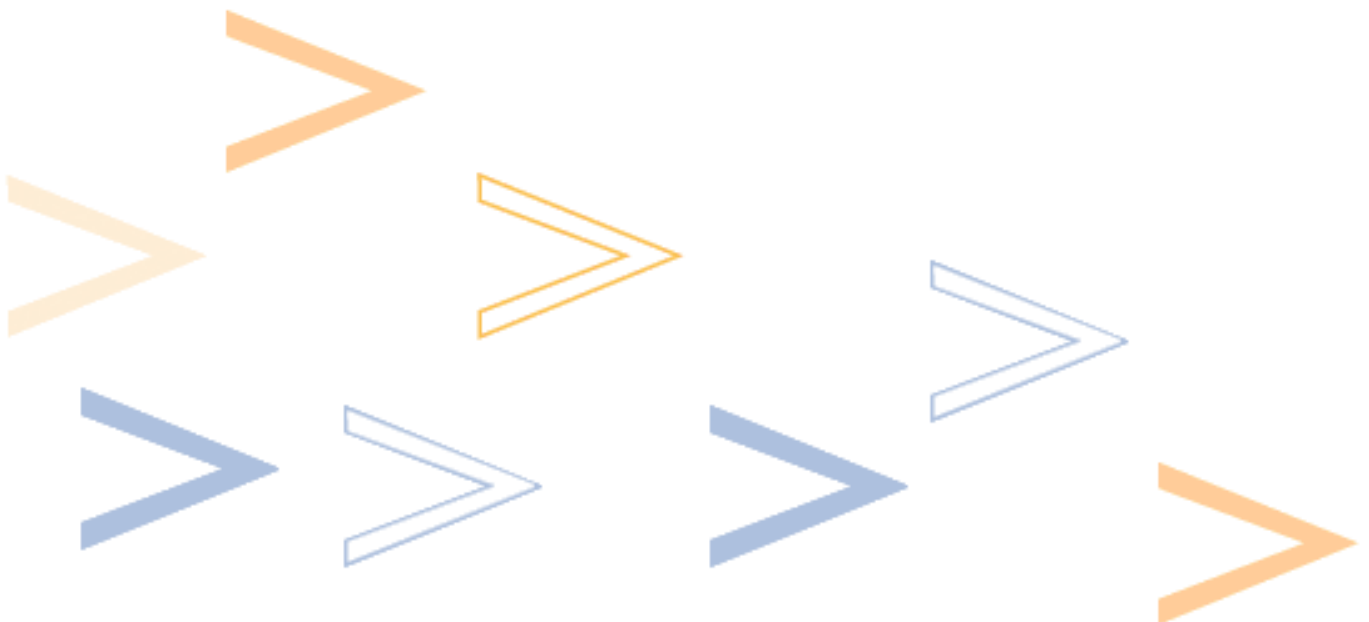


Table of Contents

1	Purpose	3
2	Overview	3
3	Scope	3
4	Definitions.....	4
5	Policy.....	4
6	Compliance with Law	6
7	Corporate obligations	6
8	Fairness, Equity and Diversity	6
9	Workplace Health & Safety	6
10	Relevant Policies.....	7

Date established	June 2014
Last updated	June 2014
Review Date	June 2016
Policy oversight & responsibility	Chief Executive Officer Deputy CEO and General Counsel Manager, HR & Corporate Services

1 Purpose

The purpose of this policy is to provide guidelines for MAV staff regarding their responsibilities and obligations to the MAV.

2 Overview

The MAV maintains a standard of excellence and credibility made possible by the quality of staff that work and have worked here over the years.

This Code of Conduct has been prepared to assist staff in upholding the professional image of the MAV which is essential for our effective operation.

As employees of the MAV, we are required to achieve and maintain a high standard of conduct and work performance to ensure that both individuals and the MAV are beyond reproach, thereby maintaining member and other stakeholder confidence in our Association.

This Code of Conduct provides guidance about what is expected of us when performing our duties to ensure our decisions and behaviours are in line with the requirements applicable to councils and the principles of public sector ethics.

A number of MAV policies are relevant to conduct and provide more detail. These are listed at the end of this document.

3 Scope

This Code of Conduct applies to all employees of the MAV including consultants, contractors and temporary personnel undertaking MAV business. The Code also applies to any situations where staff are representing the MAV outside of normal work hours and/or at external events.

4 Definitions

Staff – Staff includes all people working for the MAV either as an employee, contractor or consultant in a permanent or temporary capacity.

The Association – The Association is the Municipal Association of Victoria.

Code – MAV Code of Conduct

5 Policy

5.1 Conflict of Interest

A conflict of interest arises if it is likely that the performance of a person's public or professional duties could be prejudicially influenced by that person's private or personal interest.

The fact that a person has both a public or professional duty and a private or personal interest in a particular matter does not necessarily mean that there must always be a conflict between the two - what is important is the way in which any conflict that does exist is handled, and the public perception of the way in which this is done.

Staff must ensure that there is no conflict, actual or perceived, between their personal interests and their obligations to the MAV. To this end:

- Staff must not engage, for remuneration, in private employment or contract work outside the service of the Association that relates to the business of the Association, or that might conflict with the staff member's duties, unless he or she has notified the CEO in writing of that employment or work and written approval has been received.
- Staff must not deal with relatives or close friends in performing their duties if the transaction is likely to result in a financial gain or loss for the relative or friend.

Where such a conflict arises, the matter should be documented in the [Declaration of Conflict Interest form](#) and given to the Manager, HR & Corporate Services. It will then be referred to the CEO and Deputy CEO for determination.

5.2 Pecuniary Interest

A staff member has a pecuniary interest in a matter being considered by the Association if that staff member has a reasonable likelihood of financial loss or gain resulting from any decision which the Association may make on the matter.

A staff member with a pecuniary interest in a matter which he or she is required to deal with in the course of his or her duties should declare that interest in writing to his or her Manager.

Where possible, the matter should be allocated to another member of staff. If for any reason it is not possible for the matter to be re-allocated, the staff member should declare his or her interest in any report submitted for the Association's consideration.

5.3 Personal Benefit

5.3.1 Use of confidential information

Staff must not use confidential information gained in the course of their work with the Association:

- To gain improper advantage for themselves or any other person or body with which they are associated
- In any way which is inconsistent with their obligation to act impartially
- Improperly to cause harm to any person or body
- Staff must not disclose confidential information to any other person or body with which they are associated

5.4 Intellectual Property

The title to and intellectual property in any material or work generated in the course of a staff member's involvement with, or a staff member's employment by, the Association is from its creation vested in the Association unless otherwise agreed in writing by the CEO.

5.5 Gifts and Bribery

Staff must not, directly or indirectly, seek or accept from any person or body, any immediate or future gift, reward or benefit for themselves or for any other person or body, relating to their position with the Association or the performance of any duty or work which touches or concerns the Association.

If any gift, reward or benefit (other than gifts of a token kind, or moderate acts of hospitality) is offered, disclosure must be made promptly and in writing to the Manager/ CEO.

See [MAV Gifts and Hospitality Policy](#) for further details.

5.6 Conduct of Staff

5.6.1 Personal Behaviour

Staff must:

- At all times act, and be seen to act, properly and in accordance with the requirements of the law and this Code
- Act in good faith in the interests of the Association
- Treat all clients, visitors and staff with dignity and respect
- Make no improper or derogatory comments and/or allegations, and refrain from any form of conduct, in the discharge of their official or professional duties, if those comments and/or allegations or that conduct might cause any reasonable person unwarranted offence or embarrassment
- Observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from those standards
- Bring to the notice of the Chief Executive Officer any evidence of dishonesty on the part of any staff member
- Be honest in their dealings with each other.

5.6.2 Performance of duties

While on duty, staff members must:

- Give their whole time and attention to the Association's business;
- Ensure that their work is carried out efficiently, economically and effectively
- Ensure that their standard of work reflects favourably on both them and the Association.

6 Compliance with Law

1. Staff shall comply with any lawful direction given by any person having authority to give such a direction
2. Any doubts as to the propriety of a direction are to be taken up with the person who gave the direction and, if those doubts cannot be dispelled by this process, with the Chief Executive Officer
3. Staff shall give effect to the lawful policies of the Associations, whether or not they agree with or approve of them.

7 Corporate obligations

1. Staff members are expected to be neatly and appropriately dressed at all times whilst on duty.
2. All verbal, written and personal communication by staff members regarding the Association's activities should be accurate, polite and professional, and reflect the status and objectives of the Association.
3. All written work must comply with the [MAV Style Guide](#) requirements
4. All written material and working files that are the intellectual property of the MAV must be managed in line with the MAV Records Management Policy which requires these materials to be saved on the MAV document management system (MAVIS). No MAV documents should be stored on personal folders or USB sticks.

8 Fairness, Equity and Diversity

Staff are obliged to comply with Equal Opportunity and Anti-Discrimination legislation in all their dealings with other staff members, clients and stakeholders of the Association.

9 Workplace Health & Safety

Managers must ensure staff know the standards and statutory regulations that affect them.

Staff must comply with safety standards and not breach them either deliberately, by negligence or by trying to coerce another to breach those standards.

If any member of staff sees a hazard in the workplace he or she must report it immediately to the OHS Representative or Management Representative.

No one may bully, harass or behave in a discriminatory fashion towards a colleague. All breaches of this kind will be subject to disciplinary action.

See the MAV [Occupational Health & Safety Policy](#) for further details.

9.1 Dealing with MAV Property

9.1.1 Use of funds and equipment

Staff members must:

- Not misuse the funds or equipment of the Association, or permit the misuse, or apparent misuse, of those funds or equipment by any other person or body
- Use the Association's resources entrusted to them effectively and economically in the course of the discharge of their duties
- Not use the Association's resources, including the services of the Association's staff, for private purposes, other than so far as may be permitted under any contract of employment or authorised, and subject to any conditions imposed, by the appropriate Manager.

9.1.2 Travelling expenses

Staff members should only claim and accept travelling and sustenance expenses arising out of travel on matters related to the services, policies and business of the Association.

See the [MAV Travel and Allowances Policy](#) for further details.

9.1.3 Use of credit cards

No MAV staff are issued with MAV corporate credit cards, however, there is one available with the CEO's Executive Assistant. This can only be used with approval from the CEO in instances where payment is required immediately and an account cannot be established.

10 Relevant Policies

- [MAV Records Management Policy](#)
- [MAV Equal Opportunity Policy](#)
- [MAV Travel and Allowances Policy](#)
- [MAV Style Guide](#)
- [MAV Gifts, Benefits and Hospitality Policy](#)
- [MAV Occupational Health & Safety Policy](#)