

ATC Work Smart Code of Conduct

The Board and staff of ATC Work Smart will adhere to the following code of conduct:

- Act honestly, fairly and impartially and exercise due care and diligence whilst performing their duties.
- Not discriminate on the basis of age, race, sex, family status and responsibility, sexuality, religion, political belief or impairment.
- Respect the rights of the individual and shall treat each other courteously.
- Not engage in any form of harassment.
- Ensure all dealings with employees, clients, the general public and business will withstand public scrutiny on fairness and equity.
- Comply with all reasonable instructions made or issued for their guidance in the performance of their duties, or for governing the terms and conditions of their employment or office.
- Ensure services are provided in accordance with relevant legislation and Acts.
- Encourage fair and equitable resolution to disputes or issues.

Poor performance or gross misconduct may lead to disciplinary action including removal from the Board or termination of employment. Examples of poor performance or misconduct include:

- Theft
- Fraud
- Emotional or physical abuse in the workplace
- Repeated use of abusive language
- Being under the influence of, or misusing drugs and alcohol during work hours
- Any form of harassment
- Failure to comply with safety rules or regulations
- Falsification of documents
- Insubordination
- Disclosure of confidential information
- Wilful destruction of property
- Failure to comply with organisational policies
- Disruptive behaviour

The above examples are not exhaustive.