 <b>ELECTRICAL &amp; COMMUNICATIONS ASSOCIATION WA</b>	<b>Employee Code of Conduct</b>	Reviewed: Nov 2017	Page 1 of 6
	<b>Document Reference:</b>	Code of Conduct_GHR_Rev05	

The Code of Conduct provides clear guidelines on the appropriate standards of professional behaviour to be adopted by employees.

This Code of Conduct exists in conjunction an employee's contract of employment, any applicable industrial instruments, company policies and procedures, and the laws in the areas in which we operate.

It applies to all employees (including Apprentices and Board Members) of The Electrical and Communications Association of Western Australia Inc. and NECA Legal (WA) Pty Ltd (herein referred to as ECA WA).

### **1. Act in the best interests of ECA WA**

Employees are to act in the best interests of ECA WA when performing their duties or interacting with fellow Employees, Members, Host Employers, Customers, Students and other Stakeholders.

We are a service orientated organisation which relies on the trust and confidence of our Members, Host Employers, Customers and Students. As an employee you are expected to always act in a manner that will enhance that trust and confidence.

### **2. Act with honesty and integrity**

Employees are expected to demonstrate integrity and honesty at all times – at work and when representing ECA WA.

This means acting morally and ethically, with truthfulness and transparency in all dealings with fellow Employees, Members, Host Employers, Customers, Students and other Stakeholders.

Employees are expected to refrain from acting deceitfully, and are obliged to disclose personal circumstances that may have a direct impact on his or her ongoing employment with ECA WA.

### **3. Act with Professionalism**

Employees are expected to act in a professional manner at all times when dealing with fellow Employees, Members, Host Employers, Customers and other Stakeholders.

This means treating people equally, with courtesy and respect, acting in a cooperative manner and refraining from behaviour that could be considered as bullying, intimidation, harassment or discrimination.


Refer to the Bullying and Harassment and EEO and Anti-Discrimination Policies for more information.

### **4. Conflicts of Interest and Disclosure**

A conflict of interest occurs when there is an actual or potential conflict between an employee's obligations to ECA WA and his or her personal interests.

Examples of where a conflict of interest may arise include but are not limited to:

- Making a personal profit as a result of your position as an employee
- Misusing confidential information
- Working for a competitor

	<b>Employee Code of Conduct</b>	Reviewed: Nov 2017	Page 2 of 6
	<b>Document Reference:</b>	Code of Conduct_GHR_Rev05	

- Entering into an intimate relationship with a co-worker. This may include a colleague, supervisor, manager or subordinate.
- Entering into any relationship which may be detrimental to ECA WA

If an employee feels that he or she may have a conflict of interest they are required to immediately disclose this to his or her Manager in order to rectify the potential conflict.

## **5. Privacy and Confidentiality**

Employees during their employment with ECA WA may become familiar with or have access to sensitive and confidential information.

Confidential and sensitive information includes any information whether in written, electronic or any other form, which relates to ECA WA, its Employees, Members, Host Employers, Customers, Students and other Stakeholders which is not generally known and is not in the public domain.

Use of this information will be in accordance with the relevant Business Unit's Privacy Policy.

Refer to the ECA WA Privacy Policy for more information.

## **6. Dishonesty and Fraud**

Acting dishonestly and/or engaging in activities of a fraudulent nature will not be tolerated.

Incidents where an employee may be considered to be in breach of this requirement include but are not limited to:

- Where an employee is in breach of his or her contract of employment
- An employee abusing the responsibilities of his or her position
- Abusing the trust of ECA WA and fellow employees
- Theft or misappropriation of ECA WA's money

Employees should clearly understand that involvement in theft or misappropriation of ECA WA funds or any transaction of a fraudulent nature may result in dismissal and may also involve being reported to police and/or legal action being taken against them.


## **7. Corporate Gifts, Entertainment, Benefits and Bribery**

Any gifts or financial benefits given to employees by Suppliers, Members, Host Employers, Business Partners or Sponsors in the course of their employment may be considered the property of ECA WA. Gifts of significant value should not be accepted by employees.

Employees are required to immediately notify his or her Manager upon receipt of a gift of significant value or financial benefit. Gifts of significant value would be considered to be above \$300.00 in value.

Employees may from time to time accept lunches or drinks or entertainment from Suppliers, Members, Host Employers, Business Partners or Sponsors. They may do so as long as it is not of a significant value and is disclosed to their Manager.

Employees should be aware that in the course of their employment he or she may be offered a bribe. Bribery is soliciting, receiving or offering any undue reward to a person in order to influence

	<b>Employee Code of Conduct</b>	Reviewed: Nov 2017	Page 3 of 6
	<b>Document Reference:</b>	Code of Conduct_GHR_Rev05	

the way that person acts. A reward is not limited to money or tangible goods and can include anything of value.

If you are offered a bribe, you must refuse it, explain why it is inappropriate and immediately report the matter to your Manager.

## 8. Events

When attending an event for work purposes, employees are considered representatives of ECA WA and must act in the best interests of ECA WA at all times.

If an employee consumes alcohol at an event, business lunch or during working hours, they are considered unfit for work and are not permitted to return to work.

Unless otherwise communicated for special events, employees are responsible for ensuring that they are able to get home safely when having consumed alcohol and are attending an event for work purposes.

## 9. Media

Employees must not make unauthorised contact with the media on behalf of or in connection with your employment with ECA WA.

Media contact includes: providing information via media releases or statements, letters to the editor, responding to media enquiries over the phone and via email, interviews or briefings, disclosing information to the media, comments on talkback radio, addressing a seminar or conference where the media are present and media activities for events, reports and launches.

If an Employee is contacted or approached by the media, they are required to make no comment and refer the media to the General Manager Member Services & Operations or the Executive Director.

## 10. Reporting Improper Conduct (Whistleblowing)


ECA WA encourages employees to report any instances of suspected unethical, illegal, fraudulent or dishonest conduct.

You may make a report if you have evidence or a compelling reason to suspect that a ECA WA Manager, Employee or Board Member is engaging or has engaged in Improper Conduct relating to ECA WA.

Improper Conduct includes but is not limited to:

- dishonest, fraudulent or corrupt activity including bribery;
- illegal activity such as theft or criminal damage to company property;
- unethical conduct that is in breach of ECA WA's policies such as dishonestly altering company records or data, adopting questionable accounting practices or wilfully breaching this Code of Conduct; or
- potentially causing financial loss to ECA WA or damage to its reputation or be otherwise detrimental to ECA WA's interests.

ECA WA will ensure that any person who makes a report of Improper Conduct shall do so without fear of intimidation, disadvantage or reprisal.

 <b>ELECTRICAL &amp; COMMUNICATIONS ASSOCIATION WA</b>	<b>Employee Code of Conduct</b>	Reviewed: Nov 2017	Page 4 of 6
	<b>Document Reference:</b>	Code of Conduct_GHR_Rev05	

When making a report of Improper Conduct, it is expected that you will act in good faith and with a reasonable belief that any information you provide is true.

### 10.1 Who Can I Make A Report To?

In the first instance, you may raise the matter involving Improper Conduct with your immediate Supervisor, Manager or a Senior Manager on the ECA WA Lead Team.

A Supervisor, Manager or Senior Manager in receipt of a report must take the matter to a Disclosure Officer, in accordance with the protocols regarding confidentiality set out in section 10.3.

#### ECA WA Disclosure Officers

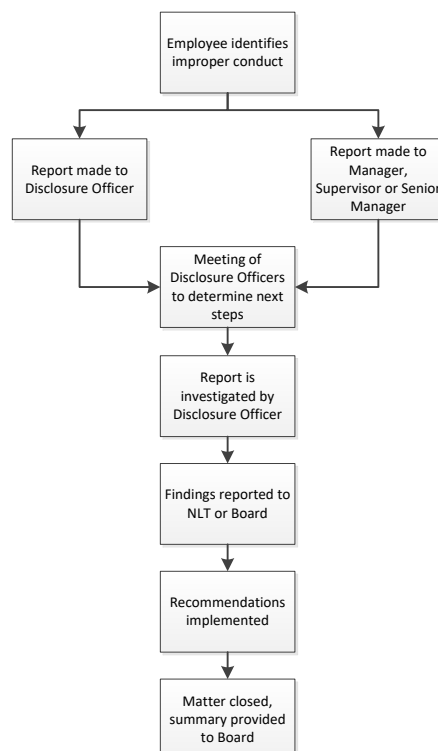
ECA WA has identified the following positions as Disclosure Officers to whom confidential reports can be made:


- Human Resource Manager
- Executive Director
- Board Vice President
- Board President

Reports may also be made by post to c/- PO Box 782, Balcatta, WA, 6914 (marked confidential and to the attention of one of the Disclosure Officers referred to above).

A report may be submitted anonymously if you do not wish to disclose your identity to the Disclosure Officer.

### 10.2 What Happens When I Make a Report?



 <b>ELECTRICAL &amp; COMMUNICATIONS ASSOCIATION WA</b>	<b>Employee Code of Conduct</b>	Reviewed: Nov 2017	Page 5 of 6
	<b>Document Reference:</b>	Code of Conduct_GHR_Rev05	

## Investigation

ECA WA will investigate all reports of Improper Conduct as soon as possible after it has been reported. A Disclosure Officer shall convene a meeting of at least two other Disclosure Officers to determine the next steps. This may lead to the appointment of a person (including an external investigator) to assist in the investigation of a matter raised in a report.

Where appropriate, ECA WA will provide feedback to you as a Whistleblower regarding the investigation's progress and/or outcome (subject to the considerations of the privacy of those against who the allegations are made).

The investigation will be conducted in an objective and fair manner. The Disclosure Officer will determine the scope of the investigation based on the nature of the alleged Improper Conduct and the circumstances surrounding it.

### 10.3 Protection of the Whistleblower

ECA WA is committed to ensuring confidentiality when a report of Improper Conduct is made. Anyone who makes a report in good faith is treated fairly and will not suffer any disadvantage.

#### Protection of your identity and confidentiality

Subject to compliance with legal requirements, upon receiving a report of Improper Conduct, ECA WA will not, nor will any Supervisor, Manager, Senior Manager or Disclosure Officer, disclose any particulars that would suggest or reveal your identity as a Whistleblower, without first obtaining your consent.

Any disclosure that you consent to will be disclosed on a strictly confidential basis.

#### Protection of files and records

All files and records created from an investigation will be retained under strict security and unauthorised release of information to someone not involved in the investigation (other than Senior Management or Board Members who need to know to take appropriate action or for corporate governance purposes) without your consent as a Whistleblower will be in breach of this policy.

Whistleblowers are assured that release of information in relation to a report of Improper Conduct will be regarded as a serious matter and dealt with under ECA WA's disciplinary procedure.


#### Fairness

If you as a Whistleblower are subjected to detrimental treatment as a result of making a report in good faith, you should inform the Disclosure Officer to whom you made the report to immediately.

Detrimental treatment includes dismissal, demotion, harassment, discrimination, disciplinary action, bias, threats or other unfavourable treatment connected with making a report.

### 10.4 Making False Reports

Where it is evident that you as a Whistleblower have made a false or deliberately misleading report of Improper Conduct, this conduct itself may be considered a serious

 <b>ELECTRICAL &amp; COMMUNICATIONS ASSOCIATION WA</b>	<b>Employee Code of Conduct</b>	Reviewed: Nov 2017	Page 6 of 6
	<b>Document Reference:</b>	Code of Conduct_GHR_Rev05	

matter or as misconduct. In this instance you may be subject to disciplinary action in accordance with our Counselling and Disciplinary Procedure.

## **11. Breaches of the Code of Conduct**

The Counselling and Disciplinary Procedure (or Apprentice Disciplinary Guidelines for Apprentices) is applied to an employee who is considered to have breached this Code of Conduct.

If an employee considers that the conduct or practice of a fellow employee is of an irregular nature or contrary to the instructions of management or this Code of Conduct, the employee is encouraged to bring it to the attention of management.

Concealing errors and omissions, or attempting to protect fellow employees who have breached this Code of Conduct is unacceptable.

Any employee who deliberately chooses to ignore or cover up any improper conduct of a fellow employee may be considered to have assisted in committing any suspected offence and may also be subject to disciplinary action.

### **Reference Documents:**

- Bullying and Harassment Policy
- EEO and Anti-Discrimination Policy
- The College of Electrical Training Incorporated Privacy Policy
- Electrical Group Training Ltd Privacy Policy
- The Electrical and Communications Association of Western Australia Inc. Privacy Policy
- Counselling and Disciplinary Procedure
- Apprentice Disciplinary Guidelines