

	Employee Code of Conduct		Reviewed: April 2024	Page 1 of 4
	Document Reference:		Code of Conduct_GHR_Rev12	

Employee Code of Conduct

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 Electrotechnology Training Institute Limited (ETI) and ECA Legal Pty Ltd.

1. Act in the best interests of ETI

Employees are to act in the best interests of ETI 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 ETI.

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 ETI.

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 Electrotechnology Training Institute Limited and his or her personal interests.

	Employee Code of Conduct		Reviewed: April 2024	Page 2 of 4
	Document Reference:	Code of Conduct_GHR_Rev12		

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
- 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 ETI

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 ETI 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 ETI, 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 ETI 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 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 ETI and fellow employees
- Theft or misappropriation of ETI's money

Employees should clearly understand that involvement in theft or misappropriation of ETI 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 ETI. 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 by completing the Gift Disclosure Form. Gifts of significant value would 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 if it is not of a significant value and is disclosed to their manager.

	Employee Code of Conduct		Reviewed: April 2024	Page 3 of 4
	Document Reference:	Code of Conduct_GHR_Rev12		

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 to influence 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 ETI and must always act in the best interests of ETI.

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 ETI.

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 CEO.

10. 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.

	Employee Code of Conduct		Reviewed: April 2024	Page 4 of 4
	Document Reference:	Code of Conduct_GHR_Rev12		

Reference Documents:

- [EEO, Bullying, Harassment and Discrimination Policy](#)
- [The ETI Privacy Policy](#)
- [Counselling and Disciplinary Procedure](#)
- Apprentice Disciplinary Guidelines
- [Gift Disclosure Form](#)

Reviewed by:	Leone Gatt	Signature:	
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