

CODE OF CONDUCT FOR EMPLOYEES

August 2022



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1. INTRODUCTION

The Resource Recovery Group **Code of Conduct For Employees** (Code) outlines what is expected of all employees undertaking their duties with the Resource Recovery Group. The Code of Conduct will help guide decisions, actions and behaviour and recognises the important role that our employees make to achieving the vision of our organisation.

The Resource Recovery Group was originally formed as the Southern Metropolitan Regional Council in 1991. It is a joint venture of member council's providing a more efficient and responsive service to the management of waste.

Our new name reflects the progressive nature of our organisation however we remain a local government council and comply at all times with the provisions of the *Local Government Act 1995* and the associated *Regulations*.

This Code is complementary to the principles adopted in the *Local Government Act 1995* (Act) and associated regulations.

1.1 Statutory Environment

This Code of Conduct addresses the requirement of the Act for the Chief Executive Officer to prepare and implement a Code of Conduct

The Code should be read in conjunction with the Act and associated regulations. Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

1.2 Who is covered by the Code of Conduct

The Code of Conduct applies to, and must be observed by, all employees, labour hire staff, volunteers, work experience students or interns and includes any paid or unpaid work arrangement. This Code of Conduct should be read in conjunction with our policies and procedures.

2. VISION, MISSION & VALUES

2.1 Our Vision

A circular economy with less waste and lower carbon emissions

2.2 Our Mission

We are leaders in maximising material recovery and minimising climate impacts by providing our communities with best practice resource recovery solutions with high recovery rates and ethical supply chains.

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2.3 Our Values

Our values are important to us, and it is expected that all employees, volunteers and contractors understand and live our values.

S Safety

Ensures that focus and priority is given to maintaining a safe work environment for all employees and the community

T Togetherness

We share our responsibility as one team, however, each individual has an important role as part of the team.

A Attitude

Attitude and commitment to the organisations procedures and behave in an ethically, socially and environmentally sustainable manner.

R Responsibility

We are responsible for our own performance and doing our best at all times.



3. EXPECTED BEHAVIOUR

It is everyone's responsibility to personally ensure that we act in a manner that upholds the code of conduct at all times. We all share a responsibility to report any breach of the code of conduct that we become aware of.

3.1 PERSONAL BEHAVIOUR

Everyone should be treated with respect, courtesy and dignity. This extends to co-workers, customers, suppliers and anyone else we may interact with at work. Make sure that you always conduct yourself in a polite and professional manner and obviously you must always act within the requirements of the law. At all times employees must:

- (a) act, and be seen to act, properly, professionally and in accordance with the requirements of the law, the terms of this Code and all policies of the Resource Recovery Group;
- (b) perform their duties impartially and in the best interests of the Resource Recovery Group, uninfluenced by fear or favour;
- (c) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Resource Recovery Group and the community;
- (d) make no allegations which are improper or derogatory (unless true and in the public interest);
- (e) refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (f) always act in accordance with their obligation of fidelity to the Resource Recovery Group.

Whilst time outside of work is your own you also need to ensure that your conduct outside of work meets the expectations of the Code of Conduct in relation to anything to do with the Resource Recovery Group when you are not at work.

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3.2 BULLYING & HARASSMENT

We are committed to ensuring a workplace free from discrimination and with equal opportunity for everyone. Workplaces should be free from bullying, harassment and unlawful discrimination and is not tolerated in the workplace. We encourage you to become familiar with our policies:

- Bullying, Harassment & Sexual Harassment
- Equal Opportunity
- Work Health & Safety
- Grievance Management
- Fitness for Work

3.3 HONESTY & INTEGRITY

Duties need to be undertaken with honesty and the highest level of integrity. This means that you must ensure that you are impartial when making decisions and always represent the best interests of the Resource Recovery Group. You must never make improper use of your position to either gain an advantage for yourself or disadvantage another person.

Scavenging of waste received at the Resource Recovery Group is not permitted. Even though the item may have been discarded it is still the property of the Resource Recovery Group and removing any item of waste from site is an act of theft. If you do come across an item of value, make sure you report it immediately to your supervisor or manager.

3.4 PERFORMANCE OF DUTIES

While at work you must undertake your duties as diligently as possible. Everyone has a position description outlining the expectations of their role. Performance goals and targets may also be set during the year, and you should strive at all times to achieve your goals and performance expectations.

In doing this you must be willing to accept feedback, understand that you are accountable and actively participate in the performance process which might be formal or informal.

Make sure that you are familiar with our policies, guidelines and procedures, you must ensure that you follow them at all times. You must follow any reasonable and lawful direction given to you at work.

We strive to provide a safe workplace and expect our employees to contribute to their own safety and that of their colleagues. Employees should attend work in a state fit to work. This means in a physical, mental or emotional state which enables them to fulfil their duties.

3.5 PERSONAL PRESENTATION

Employees are expected to comply with professional, neat and responsible dress standards at all times, in accordance with the Resource Recovery Group's relevant policies and procedures. This includes compliance with the Dress Code for Employees Standard, wearing of uniform and Personal Protective Clothing as required for different roles.

Whilst at work you are representing the organisation and you should dress and act in a manner appropriate for the role in which you are undertaking. If you are working in an area that requires PPE or have been assigned a uniform, then you are expected to wear your uniform and PPE at all times.

Uniforms must be maintained in a clean and neat manner. Other employees should ensure that they present in a professional manner appropriate to their position and the duties being undertaken. See our Personal Presentation Policy or Personal Protective Equipment (PPE) Policy for more.

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3.6 COMPLIANCE WITH LAWFUL & REASONABLE DIRECTIONS, DECISIONS & POLICIES

Employees will comply with any lawful and reasonable direction given by any person having authority to make or give such an order, including but not limited to their Line Manager, Manager or the CEO.

Employees will give effect to the lawful decisions and policies of the Resource Recovery Group, whether or not they agree with or approve of them.

4. PERSONAL COMMUNICATIONS AND MEDIA

4.1 MEDIA

You must never speak to the media (unless you have been authorised by the CEO to do so). Media may include any publication or broadcast program that transmits feature stories and news to the public. This extends to on-line media.

4.2 PROFESSIONAL COMMUNICATIONS

All aspects of communications by employees, including verbal, written or electronic, should reflect the status, values and objectives of the Resource Recovery Group. Communications should be accurate, polite and professional.

All communications are and remain the property of the Resource Recovery Group.

4.3 SOCIAL MEDIA

Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public whether intended or not. You must not disclose information or make comment about activities of the Resource Recovery Group using social media unless it is for work purposes.

You should be aware that derogatory comments on social media regarding the organisation or other employees does not meet our expectations of personal behaviour.

5. RESOURCES

5.1 USE OF RESOURCES

The term Resources refers to any local government property or services provided or paid for by the Resource Recovery Group. Local government property means anything that belongs to, or is vested in, or under the care, control or management of the Resource Recovery Group.

In undertaking your role, you should strive to use our resources as efficiently, effectively and as economically as possible. You must never misuse our resources, examples of this include misusing, damaging, borrowing or stealing a piece of equipment or physical resource.

Whilst it is acknowledged that minor incidental use of certain resources may be appropriate from time to time, company resources including utilising our telephone and computer systems for personal use should not occur unless authorised to do so.

During your employment, and upon ceasing employment with Resource Recovery Group, you must not, without written consent, remove resources such as documents, materials, manuals or other information or equipment.

You must never use our resources in an attempt to persuade a council member on a matter or for your own personal use, unless expressly approved to do so.

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5.2 USE OF FINANCES

Employees are expected to act responsibly and exercise sound judgement with respect to matters involving the Resource Recovery Group's finances. This includes:

- Procurement of goods and services
- Authorising payments
- Customer transactions
- Managing budgets

You should ensure that you make yourself aware of the policies, procedures & guidelines surrounding purchasing, procurement and finance. They include but are not limited to:

- Authorisation & Payment of Accounts
- Purchasing
- Staff Procurement
- Corporate Credit Card
- Staff Purchasing Delegation

6. INFORMATION MANAGEMENT

6.1 USE OF INFORMATION

Employees must not access, use or disclose information held by Resource Recovery Group except as directly required for, and in the course of, the performance of their duties and will handle all information obtained, accessed or created in the course of their duties responsibly, and in accordance with this Code, the Resource Recovery Group's policies and procedures.

Employees must not access, use or disclose information to gain improper advantage for themselves or another person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Resource Recovery Group.

Due discretion must be exercised by all employees who have access to confidential, private or sensitive information.

Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments or engage in communication activities about or on behalf of the Resource Recovery Group, its Council Members, employees or contractors, which breach this Code.

6.2 INTELLECTUAL PROPERTY

All intellectual property remains the property of the Resource Recovery Group. All employees must ensure that they do not disclose intellectual property to a third party.

This means that any work that you create while employed by the Resource Recovery Group remains the property of the Resource Recovery Group. Even though you may have created the item or work you may not remove it or use it elsewhere unless you have received written permission to do so.

You should never use the intellectual property of another party or organisation in the course of your work without written permission of the other party to do so.

6.3 RECORDKEEPING

As a local government authority, we are required to create, maintain and store records in line with the State Records Act 2000. Records help demonstrate our accountability and transparency in decision making and we respect the public has a right to access our information under the Freedom of Information Act 1992.

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Records are an important information resource and sound record management practices contribute to the efficiency and effectiveness of the organisation. All employees must ensure that records are created, maintained and stored in relation to their duties.

This means that you must never falsify, destroy, alter, damage or remove records on purpose, and you must take all reasonable care to ensure it does not happen by mistake. Records include electronic records, and these should never be deleted.

Some records will contain confidential information, this may be in relation to an individual's personal information or a business decision. All records should be stored confidentially, and you should never make improper use of information you have obtained at work. All employees have a duty of confidentiality as outlined in the Confidential Information Policy.

7. CONFLICTS OF INTEREST

7.1 CONFLICTS OF INTEREST

You must report any conflict of interest or potential conflict of interest. A conflict of interest may be an actual conflict or where there is potential for a perceived conflict. This might include an interest of your family members or friends, or an association you belong to. Examples of this might be:

- purchasing goods or services from someone you know outside of work
- hiring employees who are family members or close friends
- something in which you have a financial interest or financial gain.

You should never seek to influence a decision-making process of others at work in which you have an interest or perceived interest.

If you fail to bring to our attention a conflict of interest that you were reasonably aware of, then you may face disciplinary action, including termination of employment, depending on the nature of the breach.

If you are not sure if you have a conflict of interest, then you should discuss the matter with your manager or the Manager Governance & Culture.

Disclosure of interests affecting impartiality

You must also notify the Chief Executive Officer if you are preparing a report or attending a Council meeting that may influence the decision-making process in which you have a potential conflict of interest, you must do this whether you are attending the meeting or not. You should do this by recording your interest in the report or in writing to the Chief Executive Officer prior to the meeting or verbally at the meeting before the matter is discussed. A matter discussed at Council that you could not reasonably be aware of is exempt from this.

7.2 GIFTS

A gift is defined in section 5.57 of the Local Government Act 1995.

Receiving a gift at work is often a token of appreciation for a job well done. A gift however can be perceived to be an attempt to persuade you to act in a particular way, for example to favour one supplier over another or an attempt to have you make a particular decision on a matter. If you receive a gift in the course of your employment you may be required to report it.

Notifiable Gift

A gift may be a physical item, a discount or an offer of hospitality such as tickets, meals and/or beverages. If the value of the gift is \$50 or more then it is a notifiable gift. If you receive several small gifts from the same person or supplier in a year that total \$50 or more then it is still a notifiable gift. If you are not sure of the value, it is probably best to report it anyway.

A gift register is maintained on our website, make sure you notify your manager and the Manager Corporate Services in writing of the details of any notifiable gift.

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Prohibited Gift

If you receive a gift or offer of hospitality to the value of \$300 or more then it is a prohibited gift. A series of smaller gifts over a year that total \$300 or more from the same person or supplier is still a prohibited gift.

Gifts received by an individual are different to gifts that are presented to the Resource Recovery Group as an organisation. Gifts presented to the Resource Recovery Group will be entered into the Gift Register.

7.3 SECONDARY EMPLOYMENT

You should not engage in other work outside of the Resource Recovery Group without obtaining approval from the CEO in advance. The Resource Recovery Group will not unreasonably refuse an application for secondary employment however it is important that your other work does not represent a conflict of interest or affect your work performance.

8. BREACHES

8.1 BREACHES OF THE CODE OF CONDUCT

We take any breach of the Code of Conduct seriously and a breach may result in disciplinary action. Specific action will depend on the nature of the breach but could result in termination of employment.

If you become aware of a breach by another worker then you must report this to your manager, or if the breach involves your manager, to the CEO. If the breach involves the CEO, you can report the matter to the Council through the Manager Governance & Culture. If you are not sure, the Human Resources Officer can give you guidance in the correct action you should take. To be investigated a breach the report must be in writing. You may also report a breach directly to the Public Service Commission using their hotline.

A serious breach involving misconduct, fraud, corruption or bribery should be reported in accordance with the Misconduct, Fraud or Corruption Prevention Policy. This policy and the Investigation Guidelines will provide you with more information on the correct procedure.

Elected members (Councillors) have their own Code of Conduct, see Code of Conduct for Councillors. If you become aware of a breach by a Councillor then you can make a complaint using the Complaint about Alleged Breach Form, Code of Conduct for Council, Committee and Group Member.

8.2 CORRUPTION & CRIME COMMISSION

Resource Recovery Group is obliged to report serious misconduct to the Corruption & Crime Commission in accordance with the *Corruption Crime & Misconduct Act 2003*.

8.3 PUBLIC SECTOR COMMISSION

We are also required to report other misconduct to the Public Sector Commission, other misconduct includes, but is not limited to, conduct that:

- is not honest or impartial
 - Involves a breach of trust
 - involves the misuse of official information or material
- and** constitutes or could constitute a disciplinary offence that gives reasonable grounds for termination.

Other examples of minor misconduct could include:

- misuse of public resources
- repeated work absences without notice
- drugs and alcohol policy infringements
- other policy infringements, for example inappropriate use of IT equipment and conflicts of interest.

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8.4 PUBLIC INTEREST DISCLOSURE ACT

The *Public Interest Disclosure Act 2003* deals with the disclosure of public interest information. Public interest information is information that shows the performance of a public function or authority (including Resource Recovery Group) is involve in improper conduct or any act or omission that constitutes and offence under a written law.

The Act provides persons who make disclosures of public interest information with certain immunities, protections and remedies, and imposes certain responsibilities.

Employees can make a Public Interest Disclosure by contacting Resource Recovery Group's Public Interest Disclosure Officer or the Public Sector hotline.

9. REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ <i>Local Government Act 1995</i> ▪ <i>Local Government (Administration) Regulations 1996 (Part 4A – Codes of conduct for local government employees)</i> ▪ <i>Public Interest Disclosure Act 2003</i> ▪ <i>Corruption Crime & Misconduct Act 2003</i> 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ Misconduct, Fraud & Corruption Prevention Policy ▪ Employment Contracts, Awards or SMRC RRRC Enterprise Agreement 2021 ▪ Local Government Industry Award 2020 	
Approved by	Regional Council	
Next Revision Date	August 2024	
Related Documents	<ul style="list-style-type: none"> • Misconduct, Fraud & Corruption Investigation Policy • Misconduct, Fraud & Corruption Investigation Guidelines • Confidential Information Policy • Personal Presentation Policy • Recordkeeping Policy • Bullying, Harassment & Sexual Harassment Policy • EEO Policy • Code of Conduct for Councillors • Complaint About Alleged Breach Form 	
Policy Administration	Responsible Officer	Review Cycle
Corporate Services	Executive Manager Corporate Services	Biennial
Risk Rating	Low	
Location of document	Resource Recovery Group Website – Key Documents - Policies Resource Recovery Group Website – Members Area Staff Intranet 9 Aldous Place, Booragoon – Corporate Services 350 Bannister Road, Canning Vale – staff lunch room	

10. DOCUMENT CONTROL REGISTER

Date	Review		Author	Resp Officer	Council
2007/03	Original	1	MAF	MAF	29/03/2007
2008/11	Review	2	HRO	MAF	
2011/08	Update	3	CSM	DCS	27/10/2011
2013/10	Review	4	EMCS	EMCS	24/10/2013
2015	Review	5	EMCS	CEO	26/11/2015
2017	Review	6	EMCS	CEO	27/04/2017
2019	Review	7	EMCS	CEO	
2022	Review	8	MGC	EMCS	25/08/2022

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