

CODE of CONDUCT for STAFF of KEY EMPLOYMENT

All staff of Key Employment including managers and supervisors operate in accordance with this Code of Conduct.

Preamble

All personnel who work for Key Employment including those doing voluntary work or work experience are duty bound to observe the Key Employment Code of Conduct.

Professional conduct

Staff must act in a professional and ethical manner, protecting the rights of the organisations and individuals they work with and meeting the needs of their job seekers. In doing so, staff must be objective, independent, honest, constructive and diligent.

Conflict of interest

Staff must disclose to the manager, or in the case of the manager to the chairperson, in advance, any information that could limit their capacity to make unbiased judgments, and potential conflicts of interest must be managed.

Potentially conflicting or competing interests that should be declared include past or present financial, professional and personal relationships with any job seeker or potential job seeker and his/her family as well as an employer, its employees

or competitors. Staff should never accept gifts or benefits from job seekers or employers beyond modest hospitality.

Confidentiality

Key Staff must not discuss or disclose any information relating to a job seeker or an employer except where they are authorised in writing by the job seeker or employer.

Intellectual property

Staff must take all reasonable steps to protect ownership of intellectual property and any commercial-in-confidence material or information disclosed in the course of their work.

Responsibility to be informed

Staff must be informed about, and be up-to-date with Key Employment Policy and Procedures as well as the contractual obligations, requirements, policies and practices required by DEEWR or any other funding body with which Key Employment has an agreement.

Job seeker focus

Staff must ensure that job seekers are clear on the actions that are undertaken on their behalf and on their rights in that process. In observing a job seeker

focus, staff will be polite, respectful, considerate and non-discriminatory in dealing with job seekers.

Accountability

Staff must not act in any way that could prejudice the reputation of Key Employment or DEEWR and must fully cooperate with any inquiry into any alleged breach of this code.