



# Code of Conduct

## Objective

To ensure that Sheforce maintains a harmonious and ethical work environment, which upholds Sheforce's mission and values.

This Code of Conduct applies to all employees (including temporary employees), apprentices, trainees, contractors, consultants and volunteers of Sheforce (employees).

## Policy

This Code of Conduct is designed to assist staff to understand their responsibilities and obligations and provide guidance on expected behavior in the workplace, or if faced with an ethical dilemma or conflict of interest in their work involving colleagues, participants, clients or the general public.

The Code does not seek to encompass all possible scenarios arising in employment with Sheforce, however, it provides a set of principles to guide staff on acceptable and unacceptable behavior.

The Code should be read in conjunction with Sheforce policies, procedures and employment agreements.

## Our Vision, Mission and Values

### Our Vision

- We envisage a world with equal, inclusive workplaces where everyone is valued and supported.

### Our Mission

- We provide meaningful employment opportunities and recruitment services.
- We bridge the gender gap in male dominated industries such as construction, transport, and manufacturing.
- We upskill and support women and diverse people that face employment barriers.

### Our Values

- Passion - We are passionate about growing the presence of women across all industries. Every person we place on a worksite inspires us to keep striving to place another one.
- Partnerships - We value all of our stakeholders from team members to our clients and give them the support, information and tools they require to achieve results.
- Equality - We are all equal. We ensure that every individual has an equal opportunity to make the most of their lives and talents. We promote a safe workplace where team members can express themselves, their individuality and diversity.

## **Conflict of Interest**

The potential for employee conflict of interest when an employee has private interests that could influence or appear to influence judgements made during the course of their professional duty. Employees must ensure that there are no real or apparent conflicts of interest in respect of:

- The misuse of influence to further personal, sexual and financial relationships whether with other staff, participants or members of the community;
- Making decisions and providing advice outside your scope; and
- External, private work which would be in direct competition with Sheforce or compromises Sheforce in any way.

## **Equity & Diversity**

Sheforce is committed to an inclusive workplace that embraces and promotes diversity through a range of initiatives including a focus on Aboriginal and Torres Strait Islander, migrant, disability and equal opportunity employment.

We value and respect the unique contributions that people from diverse backgrounds make to the development and success of Sheforce and will champion their cause.

## **Professional relationships between Sheforce employees and Sheforce apprentices, trainees and clients**

Sheforce employees are expected to behave in a way that promotes the safety, welfare and well-being of apprentices, trainees and clients. While not all employees are required to manage and supervise apprentices, trainees and clients it is important for all employees to understand and observe this policy and related policies.

Employees who work with young people have a moral and ethical responsibility in presenting themselves as appropriate role models for those young people. Modeling effective leadership and respect in interactions with young people can have a profoundly positive influence on a young person's personal and social development.

A professional relationship may be compromised if an employee;

- invites Sheforce apprentices, trainees or clients to join their electronic social networking site or accept invitations from these groups to join theirs.
- attends parties or socialise with Sheforce apprentices, trainees or clients.
- invites Sheforce apprentices, trainees or clients back to their home or attend their home or accommodation without an appropriate professional reason.

## **Protecting Confidential Information**

Sheforce collects and stores confidential information. Unauthorised disclosure may cause people harm or give an individual or competitor an improper advantage. Sheforce's integrity and credibility may be damaged if it cannot keep information secure.

As a Sheforce employee you must only use work related information for the work related purpose it was intended. You must make sure that confidential information, in any form, cannot be accessed by unauthorised people. Sensitive information must only be provided to people, either within or outside Sheforce who are authorised to access it.

You should always exercise caution and sound judgment in discussing other people's personal information with other Sheforce employees. Normally information should be limited to those who need to know in order to conduct their duties, or to those who can assist in carrying out our work because of their expertise.

## **Professional Responsibilities**

Employees are responsible for their own behaviour and are required to conduct themselves in the following manner with regard to every undertaking associated with Sheforce:

- Be honest, open and transparent and report improper conduct.
- Immediately disclose changes regarding license or qualification status to the relevant supervisor.
- Immediately disclose any behaviours which have resulted in police involvement to the relevant supervisor.
- Behave honestly and with integrity.
- Demonstrate compassion and respect for others.
- Avoid behaviours that discriminate, harass or bully.
- Use Sheforce property and money efficiently, carefully and honestly with due authorisation and without misappropriation.
- Comply with lawful and reasonable instructions.
- Behave in a way that upholds the values, integrity and reputation of Sheforce.
- Not violate or cause others to violate health and safety regulations.
- Not attend work under the influence of prohibited drugs or alcohol.
- Not use Sheforce equipment or property for private purposes without prior approval.
- Not use authority or office for personal gain.
- Balance the interests of Sheforce (employer) with your own responsibilities and commitments.
- Ensure that all communications are inclusive, informative, true and not misleading, respecting moral standards and the dignity of the individual.
- Provide full disclosure of any personal conflict of interest.
- Comply with Sheforce policies and procedures.

## **Review**

This policy and procedures will be reviewed when relevant legislative changes are evidence or changes to the policy are deemed necessary.