

CODE OF CONDUCT

Preface

The integrity, respect for others and sound judgment displayed by employees, executives and affiliates of ACARA, who collectively set the tone for the organisation, are fundamental to the proper functioning, reputation and success of ACARA.

Purpose

The Code of Conduct ('the Code') outlines the expected professional and personal behaviour of all employees, executives and affiliates while representing ACARA and achieving ACARA's vision.

The Code is intended to promote integrity and ethical behaviour and to guide employees', executives' and affiliates' dealings with colleagues, stakeholders and members of the public. It is designed to establish an understanding of what behaviours are expected during employment. It provides guidance for executive managers and employees.

The Code stands beside and does not exclude or replace other legally binding obligations.

ACARA's Vision and Values

The Code reflects the vision of ACARA; namely to inspire improvement in the learning of all young Australians through world-class curriculum, assessment and reporting, as well as to secure the observance of its values of:

Respect – we value each other and what we bring to ACARA's work, and recognise and accept our diverse backgrounds, and different points of view.

Integrity – we are honest, ethical and fair in all our dealings with one another, our stakeholders and our partners in the community.

Commitment – We believe in the work we do and its power to make a difference.

Innovation – We value innovation and curiosity and are open to new ideas and approaches.

Professionalism – we strive at all times to maintain the highest standards of work, to deal with one another sensitively, and to respect the various principles and protocols of our work.

Scope

The Code has broad application. It applies as a condition of employment for all employees and executives or a condition of engagement for affiliates. It covers all circumstances when employees, executives and affiliates are performing work, duties or functions for ACARA including working remotely, attending functions, conferences, travel, conducting social media activities and any other circumstances when a person is representing ACARA.

The Code applies to:

- All employees including full-time, part-time, and casual employees as defined in the *ACARA Enterprise Agreement 2017 (EA)*. Employees are covered by the terms and conditions of the EA as well as an employment agreement.
- All executives. Executives are covered by the terms and conditions of an employment agreement.
- All affiliates including secondees and temporary staff engaged by recruitment agencies and other third party labour hire organisations. Affiliates are not governed by the EA nor do they have a direct employment relationship with Ar11.3(gav)-2.1(e)]TJ 0 Tc 0 Tw ()Tj 2.402 0 Td (a)Tj 0.554 0 Ar11.3(gav)-2.1

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Delegations relating to communications are detailed in the Delegations of Authority Policy.

Private Publication of Articles

Employees, executives and affiliates must not publish material that is work related or touches upon work which is associated with ACARA unless:

- the matter is discussed with their manager and business unit executive;
- a draft copy of the material is provided to the Director, Communications and Strategic Relations for review and approval; and
- the material is not linked to ACARA unless expressly authorised by the CEO.

Use of Social Media

Social media is an important part of establishing, maintaining and growing strong two-way external communications.

Social media is defined as online technologies and resources and platforms the public use to share information and may include:

- Facebook
- Twitter
- YouTube
- Instagram
- blogs
- LinkedIn
- forums and discussion boards
- and similar sites

Posting content that represents ACARA or posting content on ACARA's social media accounts can only be undertaken by those authorised to do so according to the ACARA social media policy.

While acting as private citizens, ACARA employees need to be mindful that content published on social media sites is generally publicly

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or are proposing to engage in – whether paid or unpaid (the form is not required if ACARA was aware of the other employment or volunteer activities at the time the employee, executive or affiliate was engaged). Managers and executives need to assess any conflict of interest or work, health or safety risks associated with secondary employment and respond to mitigate these risks accordingly.

Acceptance and Declaration of Gifts, Benefits and Bribes

All employees, executives and affiliates are required to comply with ACARA's Gifts and Benefits Policy. Any gift or benefit that cannot be considered as occasional and token should be declined stating that it is ACARA's requirement that such gifts or benefits should not be accepted. If this is not possible because of the environment in which the gift or benefit is offered, the gift or benefit may be accepted on behalf of ACARA, and it should then be retained by the relevant business unit and declared in accordance with ACARA's policy including registration on ACARA's Register of Gifts and Benefits.

- Sound judgement must be exercised when deciding whether to accept a gift or benefit. Gifts and benefits that are accepted by ACARA staff and valued over \$AUD100.00 will be published on ACARA's website in accordance with ACARA's Gifts and Benefits Policy.

Public Interest Disclosures (PIDs)

The *Public Interest DisclosuPpt*

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Employee, Executive and Affiliate Acceptance of the Code

All employees and executives can access the Code via the policies link on ACARA's intranet.

All affiliates can contact People and Culture to request a copy of the Code.

All employees, executives and affiliates will be provided with the Code and must acknowledge their understanding of the Code, -o1005.272 0c7 Tw 6.-2.1(o)-11.4(py) -1.859 T

