

Code of Conduct

May 2018

1. Code of Conduct

- 1.1 The Code of Conduct ('Code') relates to New England Regional Art Museum ('NERAM') and, where relevant, operates in conjunction with other policies relating to minimum standards of behaviour and conduct, the Contract of Employment or Contract for Services.

2. Commencement of the Code

- 2.1 This Code will commence from 1st June 2018. It replaces all other codes of conduct of NERAM, if any (whether written or not).

3. Scope

- 3.1 The Code applies to all employees, agents and contractors (including temporary contractors) of NERAM, collectively referred to as 'workplace participants'.
- 3.2 The Code does not form part of any person's contract of employment. Nor does it form part of any other workplace participant's contract for services.

4. Purpose

- 4.1 NERAM recognises the importance of a work environment which actively promotes best practice. The purpose of this Code is to describe the standards of behaviour and conduct expected from workplace participants in their dealings with customers, suppliers, clients, volunteers, co-workers, management and the general public.
- 4.2 NERAM expects all workplace participants to observe the standards set out in this Code. Compliance with this Code is expected and non-compliance may result in disciplinary action up to and including the termination of employment or contract for services.

5. The Code requirements

- 5.1 All workplace participants are expected to observe the highest standards of ethics, integrity and behaviour during the course of their employment or engagement with NERAM. This Code provides an overview of NERAM's fundamental business values. It is by no means exhaustive, but summarises some of NERAM's most important policies, which are based on standards that underlie business ethics and professional integrity, standards that apply to all workplace participants.
- 5.2 As representatives of NERAM, all workplace participants are expected to conduct themselves in a professional and courteous manner and observe the following standards of behaviour both inside the workplace and outside the workplace where the workplace participant can be perceived as representing NERAM:
- Comply with all laws, policies, procedures, rules, regulations and contracts.
 - Comply with all lawful and reasonable directions from NERAM.

NERAM PATRONS:

● PATRONS:

HIS EXCELLENCY GENERAL THE HONOURABLE DAVID HURLEY AC DSC (Ret'd)
GOVERNOR OF NEW SOUTH WALES, AND MRS LINDA HURLEY

● VICE-PATRONS:

THE HON BARNABY JOYCE MP, MEMBER FOR NEW ENGLAND
MR ADAM MARSHALL MP, MEMBER FOR NORTHERN TABLELANDS
DR PHILIP BACON AM, DIRECTOR, PHILIP BACON GALLERIES
MR BARRY PEARCE AM, EMERITUS CURATOR, ART GALLERY OF NSW

- c) Be honest and fair in dealings with customers, clients, suppliers, volunteers, co-workers, management and the general public.
- d) Display the appropriate image of professionalism at the workplace. Wear the required uniform, safety equipment or work clothes, and if a workplace participant wears their own clothes, ensure their appearance is neat and tidy.
- e) Treat customers, clients, suppliers, volunteers, co-workers, company management and the general public in a non-discriminatory manner with proper regard for their rights and dignity. In this regard, discrimination, victimisation or harassment based on a person's race, colour, religion, national origin, age, sex, sexual orientation, marital status, family responsibilities, pregnancy or potential pregnancy, union membership or non-membership, mental or physical disability, or any other classification protected by law will not be tolerated.
- f) Promptly report any violations of law, ethical principles, policies and this Code.
- g) Maintain punctuality. If a workplace participant is late or cannot report for work, please telephone and let the supervisor know as soon as possible.
- h) Do not use work time for private gain. If a workplace participant is required to leave the work premises for personal reasons they should advise their Manager well in advance.
- i) Do not misrepresent NERAM in any way or undertake public activities which may bring disrepute upon NERAM in its relationships with customers, clients, suppliers, and the general public at large. Such activities may possibly call the workplace participant's fitness for continued employment or to provide services into question.
- j) Maintain and develop the appropriate knowledge and skills necessary to carry out duties and responsibilities.
- k) Observe health and safety policies and obligations, and co-operate with all procedures and initiatives taken by NERAM in the interests of work health and safety.
- l) Be truthful in all dealings with persons encountered at the workplace. Workplace participants must not make false or misleading declarations during the performance of their duties or when providing services on behalf of NERAM. A declaration can be considered to be misleading if information is omitted or presented in a manner that enables a misleading view of the situation to be formed. This including failure to comply with reporting requirements and falsifying records and other documents.
- m) Refrain from any form of conduct in the workplace or while representing NERAM which may cause any reasonable person unwarranted offence or embarrassment or give rise to the reasonable suspicion or appearance of improper conduct or biased performance.
- n) Not act for an improper or ulterior purpose to the detriment (whether perceived or actual) of NERAM.
- o) Workplace participants must not abuse the advantages of their position for private purposes, or solicit or accept any gift or benefit in connection with their employment or engagement which might compromise, or be seen to compromise their integrity or NERAM's reputation.
- p) Respect NERAM's ownership of all of its property including but not limited to buildings, artworks, funds, equipment, supplies, books, records and confidential information (however described).

- q) Maintain during employment with NERAM and after the termination of employment, the confidentiality of any confidential information, records or other materials acquired during the employment with NERAM.
- r) While employed at NERAM, not accept any employment with another organisation unless given permission by the Art Museum Director. NERAM will not allow staff to work with an organisation that is a supplier or competitor of NERAM, or any other employment that is in conflict with your position at NERAM.
- s) Not make any unauthorised statements to the media about NERAM's business unless permitted by the Art Museum Director (all requests for media statements should be referred to the Art Museum Director in the first instance).
- t) Do not fight in the workplace.
- u) Do not use inappropriate language in the workplace.
- v) Never report for work in circumstances where there is a risk that the safety of yourself or your colleagues could be affected by or 'under the influence' of illicit drugs or alcohol. Staff may imbibe alcohol at NERAM functions and events on-site where appropriate and where there is no risk to safety.
- w) If a workplace participant is taking prescription medication, they must inform their manager at the commencement of their working day if there is any safety risk (eg driving, using heavy equipment, working at heights or operating machinery). Workplace participants may be required to produce medical evidence to prove their medication does not affect their capacity to perform their duties in a safe manner without harm to themselves or others.
- x) Do not smoke during working hours unless it is during prescribed breaks and within designated areas.

6. Issues for managers and supervisors

6.1 Managers and supervisors should:

- a) Promote a team spirit.
- b) Maintain confidentiality so far as is reasonably practicable when conducting investigations into grievances and disputes.
- c) Avoid bias in decision making.
- d) Ensure compliance with procedures when carrying out counselling and discipline.
- e) Exercise objectivity when administering rewards or discipline.
- f) Not condone, permit, or fail to report any breaches of the Code as outlined above by workplace participants under their supervision.

7. Breaches of this code

- 7.1 A breach of this Code may lead to disciplinary action including, but not limited to, termination of employment or services. Refer to your contract for details about termination.

Variations

This policy will be reviewed every 12 months and NERAM reserves the right to vary, replace or terminate this Code from time to time.

Workplace participant acknowledgement

I acknowledge:

- *receiving the NERAM Code of Conduct;*
- *that I will comply with the Code; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment or contract for services.*

Workplace participant
name:

Signed:

Date:
