



ASC Code of Conduct Policy

Purpose and Scope

This ASC Code of Conduct Policy (the Code) is a public statement about organisational expectations in regard to the conduct of ASC employees, and is important in protecting the reputation of the ASC. It also establishes behavioural standards which are designed to ensure a positive, healthy and supportive working environment.

The Policy and Guidelines apply to all ongoing, fixed term and casual employees engaged under the *Australian Sports Commission Act 1989*, and all contractors and consultants working with or for the ASC in any capacity. They also apply to any employee working in the ASC on secondment from another agency, and ASC employees on secondment to other organisations.

Behaviours which do not comply with this policy could be detrimental to the health and welfare of ASC employees, and cause damage to the reputation of the ASC. Such behaviours will not be tolerated in the workplace.

All ASC employees have an obligation to uphold the Code, as well as report and respond to any observed behaviours which are not in line with this policy.

The Code should be read in conjunction with the ASC Code of Conduct Guidelines (the Guidelines). The Guidelines establish procedures for the management of Misconduct and identify when an investigation will be commenced.

The Guidelines also cover related matters that may arise before, during or after the application of these procedures, such as a manager's responsibilities, suspension of an employee, the imposition of Sanctions where a breach is found to have occurred, and what happens when no breach is established.

Background

The ASC Chief Executive Officer has established this Policy, and accompanying Guidelines, in accordance with the provisions under section 41 of the *Australian Sports Commission Act 1989*.

ASC Code of Conduct

As an ASC employee you must, in the performance of your duties, ensure that you:

- 1) behave professionally and in ways that uphold the **ASC Values** (Respect, Integrity, Teamwork and Excellence);
- 2) behave in a way that enhances and supports the good reputation of the ASC;
- 3) act with care and diligence and perform work duties in a manner that is conducive to the health and safety of both yourself and others;
- 4) do not engage in any forms of bullying or harassment; or physical, verbal or emotional abuse of others;
- 5) do not engage in physical contact with athletes or children except where absolutely necessary for the development, maintenance or recovery of an athlete's or child's skill, health or athletic ability;
- 6) implement all official decisions and comply with any lawful and reasonable direction given to you by anyone who has authority to give the direction;
- 7) ensure information and documentation that you are provided with, work with or generate in the course of your duties, is kept confidential and at all times remains the property of the ASC;
- 8) do not give or disclose, directly or indirectly, any information to others about the ASC's business, unless required to do so in the course of your duties or unless you have been expressly authorised to do so;
- 9) do not provide false or misleading information to others in the course of your duties at the ASC;
- 10) do not make improper use of your status, power or authority;
- 11) do not engage in behaviours or activities which may bring the ASC into disrepute;
- 12) disclose and take appropriate steps to avoid any conflict of interest (actual, perceived or potential) with your employment or engagement by the ASC;
- 13) use ASC resources and facilities in a correct and responsible manner;
- 14) adhere to all applicable ASC policies and guidelines;

- 15) do not display or transmit, or cause to be displayed or transmitted, offensive and/or inappropriate material or messages in the workplace. This relates to any environment linked to the business and operations of the ASC, and includes the internet, our website, myAusport, emails, internal bulletin boards, personal workstations or office areas; and
- 16) comply with applicable laws of Australia or other relevant jurisdictions.

ASC Values

The ASC Values are: **Respect, Integrity, Teamwork** and **Excellence**.

The ASC Values underpin the culture of the ASC and they are to be evident in the way all ASC employees perform their duties. The Values are integral to the way ASC employees conduct all business relationships and interactions with colleagues, sports partners and the general public.

Behaviours that typify adherence to the ASC Values are summarised in the **ASC Behaviours** document. A subset of these behaviours include, but are not limited to:

- developing an understanding of others' needs and priorities,
- creating an inclusive team environment;
- creating an environment that encourages open, honest and frank discussion;
- listening to and objectively assessing knowledge, opinions and experience of others regardless of their position;
- accepting responsibility and being accountable for your actions, behaviours and outputs;
- striving to improve all aspects of work and exceed expectations;
- participating in and contributing to team activities;
- encouraging pride and passion to enhance drive, commitment and motivation;
- developing an understanding of and support for the diversity of people and cultures in the workplace;
- being courteous and polite to others; and
- addressing any workplace issues immediately with tact and discretion.

Links to related employment policies

The Code requires employees to adhere all applicable ASC policies and procedures as amended from time to time. This includes but is not limited to the following policies:

- **Workplace Harassment and Bullying**
- **Child Safe**
- **Conflict of Interest**
- **ASC Use of Resources**
- **ASC Fraud Control Policy**
- **ASC Code of Conduct Guidelines**
- **ASC Behaviours**

Version	Created By	Originating Program	Approved by	Date	Revision Date	TRIM reference
Version 1.0	<i>Director HR (Workforce Values and Resolutions)</i>	<i>People and Governance</i>	<i>CEO</i>	<i>24 September 2013</i>	<i>24 September 2017</i>	<i>2013/190989 /D</i>
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