

CODE OF CONDUCT - WORKPLACE TOOLBOX TALK



SUBJECT	CODE OF CONDUCT - WORKPLACE
RESOURCES	Handout - Code of Conduct Workplace

WORKPLACE CODE OF CONDUCT

Note to Facilitator: It is suggested that you run the Discrimination, Harassment & Bullying Toolbox talk and this course within the same month. Depending on your trainees you decide whether it is before or after this course.

FACILITATOR:

Ask the group the following question:

Why do you think all businesses needs a Code of Conduct?

Some answers:

- Protect everyone in the workplace from unacceptable behaviours, eg: bullying, harassment etc.
- Set out guidelines, rules of what is expected and not expected in the workplace.
- A document of values and principles.
- What is right and wrong, ethical or unethical behaviour.
- Compliance with laws and regulations.
- Harassment free workplace.
- Understand diversity and what inclusion need to be implemented to integrate everyone in the workplace.
- Respect in how we communicate with each other.
- Consent, eg: photography, videos.
- How to report offences.
- What are the implications, that is violations, eg: warnings, dismissal etc.

There may be other answers that are not listed above.

Revise the harassment, bullying and discrimination meanings.

WORKPLACE CODE OF CONDUCT

UNDERSTANDING TERMINOLOGY

WHAT IS CODE OF CONDUCT?

A code of conduct in the workplace is a set of regulations, guidelines and standards for both employers and employees to follow. Sometimes it will be referred to a code of business ethics. The rules in the code of conduct provides clear direction on how you as an employee should interact with your co-workers at work, this should include any clients, visitors or contractors that you encounter in your workday.

Simply:



A set of rules or a guide about how employees can and cannot behave during work hours.

It covers important issues on how to treat other employees, the company ethics, what are unacceptable issues relating to harassment and bullying and so on, reporting to whom and what the consequences of violations can be.

WHAT IS WORKPLACE HARASSMENT?

Workplace bullying is verbal, physical, social or psychological abuse by your employer (or manager), another person or group of people at work.

Workplace bullying can happen in any type of workplace, from offices to shops, cafes, restaurants, workshops, factories, community groups and government organisation.

Workplace bully can happen to volunteers, work experience students, interns, apprentices, casual and permanent employees.

What is unlawful discrimination?

Discrimination occurs when a person or group of people, is treated less favourably than another person or group because of their background or certain characteristics.

Federal discrimination laws protect people from discrimination based on their:

- Race, including colour, national or ethnic origin or immigrant status,
- Sex, pregnancy or marital status and breastfeeding,
- Age,
- Disability, or
- Sexual orientation gender identity and intersex status.

What is harassment?

Under discrimination law, it is unlawful to treat a person less favourably based on particular protected attributes, such as a person's sex, race, disability or age. Treating a person less favourably can include harassing or bullying a person. The law has specific provisions relating to sexual harassment, racial hatred and disability harassment.

Harassment can include behaviour such as:

- Telling insulting jokes about a particular racial group,
- Sending explicit or sexually suggestive emails or text messages,
- Displaying racially offensive or pornographic posters or screen savers,
- Making derogatory comments or taunts about a person's disability, or
- Asking intrusive questions about someone's personal life, including his/her sex life.

What is workplace bullying?

Bullying behaviour can range from obvious verbal or physical assault to subtle psychological abuse. It can include physical or verbal abuse:

- Yelling, screaming or offensive language,
- Excluding or isolating employees, eg work events or meetings.
- Psychological harassment,
- Intimidation.
- Assigning meaningless tasks unrelated to the job,
- Giving employees impossible jobs or deadlines and setting one up to fail.
- Deliberately changed work rosters to inconvenience particular employee.



- Undermining work performance by deliberately withholding information vital for effective work performance.
- Cyberbullying on social media or online.

CODE OF CONDUCT WHAT IS EXPECTED OF YOU IN YOUR WORKPLACE

Professional Conduct:

Professional conduct is maintaining ethics, morals and standards of behaviour.

- Treat all individuals with respect, regardless of their position, background, gender, age, race, religion or any other characteristics.
- Conduct business in a professional manner, adhering to the ethical standards and the principles outlined in your company's policies.

What are some things that can demonstrate professional behaviour in the workplace:

- Treat everyone with respect
- Showing strong ethics
- Have a good attitude
- Being trustworthy
- Do not use inappropriate language, either verbally or in writing
- Respect personal boundaries
- Be inclusive – do not exclude anyone when in a group, or asking to attend a function etc.
- Respect privacy, do not ask questions on personal matters, etc.
- Do not talk about work on social media
- Be professional
- Comply with company policies

Finally, maintain a respectful attitude to everyone you work or deal with.

Compliance with Laws and Regulations:

Australian government has put into place laws and regulations relating to both the employees and employers.

These laws and regulations help ensure that both business and its employees comply with legal regulations. These guidelines outline the standards, rules and responsibility, what the proper practices of an individual or a business should be.

- All individuals within the business, including employees, contractors, clients, and visitors, must comply with all applicable local, state and federal laws and regulations.
- Stay informed about and adhere to industry specific standards and guidelines relevant to your role within the company.

Harassment-Free Workplace:

Is your workplace a harassment free workplace, what should be aware of to ensure that it is:

CODE OF CONDUCT - WORKPLACE TOOLBOX TALK



- Harassment of any kind, including but not limited to sexual harassment, is strictly prohibited.
- Respect personal boundaries and maintain a work environment free from unwelcome advances, comments, or gestures.
- Promptly report any incidents of harassment to the designated Human Resources representative or your supervisor.

The workplace environment should be harassment free. Everyone has the right to work in an environment that is safe and free from bullying, harassment, discrimination and violence.

Advantages of a harassment free workplace:

- Everyone focuses on their work and enjoy working in a good safe environment.
- Mutual trust avoids misunderstandings and grievances.
- Everyone feels happy to come to work and enjoys what they do.
- Employees give better customer service and improve the business reputation.

Diversity and Inclusion:

The workplace is made up of people from a mixture of diverse backgrounds, for instance gender, race, age, professional background and sexual orientation. Inclusion focuses on efforts on towards helping others with the different types of diversity traits, so they feel safe, happy and respected.

- Embrace diversity and foster an inclusive workplace where all employees feel valued and appreciated.
- Avoid making assumptions or engaging in discriminatory behaviour based on characteristics such as race, gender, religion, age or any other protected status.

Respectful Communication:

When communicating with people be clear and respectful and maintain the highest level of professionalism. All means of communication must be clear, concise, courteous, respectful and free from discrimination, harassment or bullying.

- Communicate with colleagues in a respectful and constructive manner, both in person, through digital channels and any other interaction.
- Avoid engaging in bullying, offensive language, or any form of communication that may create a hostile work environment.

Photography and Consent:

Always obtain consent or permission to take and share that photo or video

- Obtain explicit consent before taking photographs or videos of colleagues, clients, or any individuals in the workplace.
- Clearly communicate the purpose of the photograph or video and ask for permission before capturing images.
- Respect the privacy and preferences of individuals who choose not to be photographed or recorded.

Remember, ask permission from the person, business, venue etc.

- before taking the photo or a video

CODE OF CONDUCT - WORKPLACE TOOLBOX TALK



- if you are allowed you to share the photo or video with other people
- can the photo or video be used for advertising, eg: print, social media etc.
- sometimes you may be required to get written permission to use photography or video for promotional purposes

Reporting Procedures:

Everyone is obligated to workplace health and safety, this includes any type of discrimination, harassment, or bullying. Act ethically and always do the right thing, always report misconduct or violations of company policies.

- If you witness or experience a violation of this Workplace Code of Conduct, promptly report it to your supervisor or Human Resources.
- Reports will be treated confidentially, and the company is committed to conducting fair and thorough investigations.

Consequences of Violations:

Awareness of potential consequences of conduct violations is critical for both the individual and for the organisation for not taking action when necessary.

- Violations of this code may result in disciplinary action ranging from verbal warnings to termination of employment, depending on the severity and recurrence of the behaviour.

Violations of this Code of Conduct may result in consequences, including but not limited to:

- A verbal or written warning.
- Suspension or probation
- Termination of employment
- Legal actions in severe cases.

SUPPORT SERVICES

Australian Human Rights Commission www.humanrights.gov.au 1300 656 419 or (02) 9284 9888	Beyond Blue www.beyondblue.org.au 1300 224 636
1800 Respect www.1800respect.org.au	Lifeline www.lifeline.org.au 13 11 14
ReachOut https://au.reachout.com	Sexual assault support services www.humanrights.gov.au/our-work/sex-discrimination/list-sexual-assault-services

CODE OF CONDUCT - WORKPLACE TOOLBOX TALK



Items Raised/Corrective Action	Action By	Action completed	
		Sign off	Date

DATE:.....

FACILITATOR SIGNATURE.....