

Colleague Code of Conduct Agreement

This Colleague Code of Conduct outlines the required standards of behaviour and practice by colleagues in undertaking their role with Flow Logistics.

I, _____ (colleague), have read, understand and agree to this organisation Code of Conduct. I commit to the required standards of behaviour and practice as outlined in the Code of Conduct.

1. PERSONAL AND PROFESSIONAL BEHAVIOUR

- 1.1 Colleagues are to perform any duties associated with their position in a conscientious, competent and honest manner, consistent with the values of the organisation.
- 1.2 Colleagues are to treat all others with respect and courtesy, having regard for their dignity and rights.
- 1.3 Colleagues act fairly and equitably, respecting diversity in the environment which they work in.
- 1.4 Colleagues prevent and respond to unlawful discrimination against other colleagues, volunteers, clients and stakeholders.
- 1.5 Colleagues do not engage in bullying, violence, harassment or any other forms of victimisation.
- 1.6 Colleagues dress and act in public in a professional manner that does not reflect adversely on the organisation or other colleagues.
- 1.7 Colleagues use of social media does not compromise the organisation's reputation and does not include derogatory, shaming or other personal attacks towards or about colleagues, contractors, client or other stakeholders.
- 1.8 Colleagues will not use inappropriate language and/or use derogatory comments.
- 1.9 Colleagues must not engage in banter, teasing or jokes which may cause offence (directly or indirectly) towards others, especially if they are of discriminatory nature relating to race, a person's gender, sexual orientation, religion, disability or age.

2. ACCOUNTABILITY

- 2.1 Colleagues use equipment, facilities and funds for the primary purpose of undertaking organisational duties.
- 2.2 Colleagues maintain confidentiality of all organisation and personal information obtained during employment and other formal engagement with the organisation, and utilise such information for the purposes of carrying out duties, and not for financial or other benefit, or to take advantage of another person or organisation.
- 2.3 Colleagues maintain organisation and personal records in accordance with legislative and organisational policy requirements.
- 2.4 Colleagues ensure all decisions made in the course of their duties are

- transparent and align with organisational policy and procedures.
- 2.5 Colleagues understand and comply with organisation policies and procedures.
 - 2.6 Colleagues are responsible for seeking clarification where needed regarding any part of their employment, including details of this Code of Conduct.
 - 2.7 Colleagues take responsibility for reporting conduct by other colleagues, governing body members or volunteers which contravenes any law, organisational policy and procedures, or this Code of Conduct.

3. CONFLICTS OF INTEREST

- 3.1 Colleagues declare and manage any potential, actual or apparent conflicts of interests.
- 3.2 Colleagues do not accept gifts, benefits or favours that may influence or be reasonably seen to influence decision making.
- 3.3 Colleagues prevent and respond to nepotism and patronage.
- 3.4 Colleagues manage conflicts of interest in accordance with organisational conflict of interest policies and procedures.

4. SAFE ENVIRONMENT

- 4.1 Colleagues are to perform their duties in a safe and competent manner in accordance with organisational workplace health and safety policies and procedures, and relevant workplace health and safety legislation.
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- 4.3 Colleagues must take care to not put themselves or others at risk or reduce their ability to carry out their duties through unsafe practices, inappropriate behaviours or the misuse of alcohol or drugs.
- 4.4 Colleagues take action in preventing, identifying and responding to workplace health and safety risks.

I, _____ (colleague), have read, understand and agree to this organisation Code of Conduct. I commit to the required standards of behaviour and practice as outlined in the Code of Conduct.

Colleague
Signature:
Date:
