



# Employee Code of Conduct Policy

## Purpose

The Local Government Act 1989 and 2020 requires Baw Baw Shire Council (Council) to maintain a current Code of Conduct Policy (the Code) that governs the conduct of its employees. The Code provides guidance to employees on acceptable conduct, and assists the organisation in identifying and managing inappropriate or unsatisfactory conduct and behaviour.

This Code aims to provide information to assist in understanding our cultural commitments and the standards of behaviour that apply to all Council employees. These are the commitments and standards upon which the Council's reputation has been built and will continue to be based. Adherence to Council's cultural commitments is fundamental to further building on the partnership and trust between the Council and its community.

Employees found to have breached this policy can face disciplinary action in accordance with the Council's Performance and Behaviour Management Policy.

If you are unsure of any part of this policy and how it applies to you then you should discuss this with your immediate supervisor, your manager, or a member of the People and Culture team.

## Governance Principles

Section 9 of the Local Government Act 2020 (the Act) specifies the overarching governance principles and supporting principles that Council must adhere to in the performance of its role and functions.

This policy gives effect to the following overarching governance principles outlined in Section 9(2) of the Act:

- Council decisions are to be made and actions taken in accordance with the relevant law;
- Priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- Innovation and continuous improvement is to be pursued;

- Collaboration with other Councils and Governments and statutory bodies is to be sought;
- The ongoing financial viability of the Council is to be ensured;
- Regional, state and national plans and policies are to be taken into account in making strategic planning and decision making;
- The transparency of Council decisions, actions and information is to be ensured.

This report also takes into account the following supporting principles defined in Section 9(3) of the Act:

- The strategic planning principles;
- The financial management principles; and,
- The service performance principles.

## Definitions

Child	A person less than 18 years of age.
Council	Baw Baw Shire Council.
Employee	Any person directly employed by the Council to perform the duties of a position. This includes casual, full time, part-time, contracted, agency and fixed-term employees.
Councillor	A duly elected member of the Council.
Contractor	A person, company or consultant that is not employed by Council that has entered into a paid contract to perform work on behalf of Council. A contractor has an Australian Business Number (ABN) and is registered with the Australian Taxation Office (ATO) and conforms to the ATO definition of a contractor.
Volunteer	A person registered with the Council that performs unpaid and clearly defined work on behalf of Council.

## Scope

This policy applies to all employees of Council when they are working or representing Council, attending a training and development opportunity, are present at a Council workplace or it would be reasonable to assume that they are representing the organisation.

Contractors and volunteers are expected to behave in a manner that is consistent with this policy. If a contractor or volunteer acts in a manner inconsistent with this policy then depending

on the severity of the issue, this can result in corrective actions being taken which may include termination of the contract or volunteering arrangement.

## Legislative context

Baw Baw Shire Council Enterprise Agreement 2019 (No.9)  
Child Wellbeing and Safety Act 2005 (Vic)  
Emergency Management Act 2013 (Vic)  
Equal Opportunity Act 2010 (Vic)  
Fair Work Act 2019 (Cth)  
Gender Equality Act 2020  
Local Government Act 1989 (Vic)  
Local Government Act 2020 (Vic)  
Occupational Health & Safety Act 2004  
Privacy and Data Protection Act 2014  
Public Interest Disclosure Act 2012  
Victorian Charter of Human Rights and Responsibilities 2006

## Related policies and documents

Acceptable Use of Information Communication Technology  
Child Safety Policy  
Child Safety Reporting Procedure  
Conflict of Interest Guide for Staff  
Corporate Service Standards  
Corporate Uniform Policy  
Councillor Staff Interaction Policy  
Employee Departure Policy  
Environment and Climate Change Strategy  
Equal Opportunity Policy  
Fraud Policy  
Gift Policy  
Gifts and Entertainment Register  
Leave Policy  
Municipal Emergency Management Plan  
ThinkSAFE Occupational Health and Safety Policy  
Performance and Behaviour Management Policy  
Procurement Policy  
Travel Policy

## Policy principles

This policy establishes a minimum standard of behaviour that applies to our employees during working hours or when they might reasonably be perceived to be representing the Council outside of work hours. The Code is a tool that aims to positively shape the culture of our Council.

This policy seeks to provide guidance and to help employees deal with ethical dilemmas they may face. In many instances other Council policies will provide detailed guidelines for particular circumstances, however, both this document and the policies referred to in it do not cover every situation.

Our Commitment to Culture is embedded within this policy and it is the responsibility of all people representing Council to maintain those commitments. If you believe that an employee, contractor or volunteer is breaching this policy then you should discuss your concerns, without risk of reprisal, with your immediate supervisor or a member of the People and Culture team.

## Commitment to Culture

We will strive to be:

**Optimistic** - about our organisation's future and our ability to deliver quality services and projects to benefit our community.

**Pragmatic** - by resolving issues and making the best possible use of our time, effort and resources.

**Respectful** - of ourselves, our Council and of the diverse views and perspectives of our community.

**Supportive** - by valuing our team members, empowering them to be successful in their roles and investing in their growth and development.

**Authentic** - by undertaking our work in an open, honest and transparent manner.

## 1. Policy detail

The content of this policy, that is listed in alphabetical order, reiterates Council's commitment to our culture, ensuring that our people remain respectful of one another and members of our community whilst valuing the diverse views and perspectives that all people have.

The Code does not cover all situations or eventualities and employees should seek advice from their direct supervisor if they are in any doubt.

Adhering to the behaviours and standards set out in this Code, will enhance the working environment for all, and strengthen our relationships with each other and with our community.

## 2. Attendance

Employees have an obligation to follow their employment contract, enterprise agreements, policies and directions from their supervisor on attending work and taking leave. This includes, not being absent without authority, correctly observing time in lieu requirements and appropriately recording attendance and leave periods.

Employees are required to be punctual and reliable in their attendance. In the event of an absence from work, employees must promptly notify the supervisor of this, and complete the necessary leave form upon their return. More information on leave is contained in Councils Enterprise Agreement and Leave Policy.

Additionally, Council has a responsibility to provide and maintain a working environment that is safe and without risks to health. For this reason employees are not permitted to attend Council offices/sites after hours unless undertaking functions of their role as directed or if prior notification and endorsement has been provided by an employees direct supervisor.

## 3. Child safety

### Child Safety Commitment

Baw Baw Shire Council is committed to providing and actively promoting a safe environment for children. Council has zero tolerance towards child abuse, and is committed to protecting the physical, emotional, cultural and social wellbeing of all children. Council has policies and systems to protect children, and all allegations and safety concerns will be treated seriously.

Baw Baw Shire Council acknowledges that children's safety is a whole of community responsibility and is everyone's business

We uphold the rights of children who come into contact with Council so that they feel heard on matters relevant to their safety so they feel safe and protected.

## Standards and Obligations

All staff, volunteers and contractors are responsible for the safety, wellbeing and empowerment of children who engage with Council and are expected to act in accordance with all relevant legislation, this Code of Conduct, Child Safety Policy and Child Safety Reporting Procedure.

Employees, contractors and volunteers will:

- uphold the rights of children who come into contact with Council to feel heard on matters relevant to their safety.
- provide a welcoming, inclusive and safe environment that supports and values the ideas and opinions of children and treats them with respect regardless of their race, colour, gender identity, sex, sexual orientation, language, religion, political or other opinion, national, ethnic or social origin, culture, property, disability or other status
- actively promote and consider the cultural safety and inclusion of all children
- empower children by providing an environment where they can actively participate and 'have a say', especially on issues that are important to them
- listen and respond to the views and concerns of children, including where it relates to concerns that they feel unsafe
- abide by Council's commitment and obligation to be a child safe organisation
- identify and mitigate risks to the safety and wellbeing of children
- take all reasonable steps to protect children people from abuse
- report all allegations or suspicions of abuse or any child safety concerns to a member of the Child Safety Internal Response Team
- call 000 if a child is in immediate danger
- report any concerns, allegations, disclosures or observations of child abuse in line with Council's policies and procedures, mandatory reporting and reportable conduct reporting requirements

- work with children in an open and transparent way. For example, by ensuring that where appropriate, interactions with children can be observed by other adults
- observe professional boundaries with children at all times

Employees, contractors and volunteers must not:

- condone or participate in behaviour that is illegal, unsafe or abusive to children
- ignore or disregard any concerns, suspicions or disclosures of child abuse.
- trivialise allegations or issues relating to child abuse or the safety and wellbeing of children and young people
- discriminate against children on the basis of age, gender identity, sex, race, cultural or sexual orientation
- develop inappropriate relationships with children, including relationships that show favouritism.
- display violent or inappropriate behaviour towards a child
- initiate unnecessary physical contact with children or exhibit behaviours with children and which may be construed as inappropriate
- put children at risk of abuse (for example, by allowing unnecessary one-adult/one-child encounters to occur)
- conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person
- engage in open discussions of a mature nature in the presence of children
- use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with, or in the presence of a child
- use any computer, mobile phone, or video and digital camera to exploit or harass children or expose them to offensive or sexualised content.
- have unauthorised contact with a child or or their family outside of Council including online, on social media or by phone.
- create private social media groups or communicate via direct private messages with individuals identified or suspected to be under 18 years of age. If it is deemed appropriate

for a response to be provided directly to a message, a minimum of two officers are to oversee the social media communications.

The following definitions have been included to clarify the range of behaviours that are not acceptable.

- **Physical abuse** – the intentional or reckless use of physical force against a child that results in harm to the child’s health, development or dignity, or which has a high likelihood of resulting in such harm. It may also include the threat of abuse where the child reasonably fears it may occur.
- **Sexual abuse** – any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. This can include both sexual offences (a child-related criminal offence of a sexual nature) as well as sexual misconduct (conduct with, towards or in the presence of a child that is sexual in nature but is not a sexual offence).
- **Emotional abuse** – behaviour towards a child that is likely to damage a child’s self-esteem or social competence.
- **Neglect** – behaviour by a person responsible for the care of a child (such as a parent, carer or staff member if the child is in their care) that constitutes a failure to act in ways consistent with accepted community standards about what is necessary to meet the developmental needs of a child.
- **Grooming Behaviour** – is intended to manipulate and control a child, their family and other support networks (including organisations and the community), with the intent of gaining access to the child, and obtaining their compliance and silence in order to avoid abuse being discovered. It does so by building trust and favouring some children over others in order to isolate and manipulate them. Grooming behaviour can include inappropriately extending a relationship with a child outside of work and offering a child gifts.

Failure to follow Child Safety Policies and Procedures including Councils Code of Conduct may result in disciplinary action, including up to termination of employment. In instances where a reportable allegation has been made, the matter will be managed in accordance with Council’s Child Safety Reporting Procedure.

For further information regarding Child Safety, including information regarding a child safety incident or allegation, legal obligations and reporting guidelines please refer to the Child Safety Policy and Child Safety Reporting Procedure or contact a member of the Child Safety Internal Response Team.



## 4. Communications

The Council seeks to maintain a professional image by ensuring that any commentary made to the media is truthful, accurate and consistent.

The principle people authorised to make media comment are the Mayor and the Chief Executive Officer. Directors may make comment to the media on matters relating to their areas of responsibility.

To ensure consistency is maintained in the course of public speaking engagements, any invitation provided to an employee to speak for, or on behalf of the Council must be approved by the relevant Director or the Chief Executive Officer and in consultation with the communications team.

## 5. Conflicts of interest

When making decisions on behalf of the Council, employees must declare any real or perceived conflicts of interest. Employees must not solicit, encourage or accept any form of bribe intended as an inducement for business, information, favourable treatment or any other purpose.

A conflict of interest can arise if an employee's private or personal interests (or those of relatives or friends) could affect their ability to carry out their duties and make decisions objectively within their role with Council or if a decision made by the employee could provide, that employee or any relative, friend or associate of that employee with a benefit.

If an employee believes they have a conflict of interest (whether perceived or real) they must report it to their relevant Director, Manager or supervisor in the first instance. This notification should then be followed up in writing. Until the matter is resolved, an employee should make sure they are not part of any decision-making processes related to the matter.

Employees who own shares or other interests in public or private companies should carefully assess the potential for a conflict of interest where they, their partners or other relatives involved in that company become a supplier to Council.

Failure to disclose information in accordance with Part 6 Council Integrity, Division 2 of the Local Government Act 2020 may result in a fine, or further disciplinary action in accordance with Councils Performance and Behaviour Management Policy.

To assist you to further understand your responsibilities as an employee of Council, you will be provided with periodic conflict of interest training. It is important to remember that the onus is

on the employee, being alert to and promptly declaring, an actual or perceived conflict of interest to their supervisor.

For more information, please refer to the Conflict of Interest Guide for Staff and the Procurement Policy.

## 6. Confidentiality and Privacy

Council collects information about individuals, commercial and business information which may be personal, private and/or sensitive. Employees should only search for information from the records management systems about matters related directly to their work. They must not use information gained at work for private purposes.

During your employment at the Council you may be exposed to information that must be treated confidentially. You must make all reasonable efforts to prevent the unauthorised use or disclosure of information or data relating to Council business, especially relating to, but not limited to:

- Closed sessions of Council meetings;
- Proposed developments;
- Proposed planning scheme amendments;
- Contractual matters;
- Employment matters; and
- Private customer information.

Unauthorised use or disclosure of this information may adversely affect the Council's reputation, legal obligations and your future employment with Council.

Employees can ensure they are maintaining privacy and confidentiality by:

- Taking care not to discuss work matters with anyone not entitled to know such information;
- Taking responsibility to safeguard confidential files and information;
- Ensuring screens are locked when leaving their computer;
- Complying with rules about sharing, correction, storage and destruction of information; and
- Seeking advice from their supervisor when in any doubt about how to proceed.

Undisclosed voice recordings of conversations by employees of other employees is prohibited. External investigators may use recording devices as part of their investigative process but these recording devices will not be hidden and will be brought to the attention of all parties involved in the conversation.

Breaches of confidentiality and privacy will be subject to disciplinary action in accordance with Councils Performance and Behaviour Management Policy, and can be subject to a fine in accordance with Section 125 of the Local Government Act 2020.

## 7. Council property

All Council employees share the responsibility for maintaining and protecting Council property.

In addition to land and buildings, Council property includes but is not limited to:

- Computers, mobile telephones and tablet devices;
- Office equipment and stationery;
- Consumable items;
- Intellectual property that has been created when working for Council;
- Plant & Equipment; and
- Motor vehicles.

Employees must not remove, damage or destroy any Council property unless authorised by the relevant Director, and must report any damaged or dangerous equipment in a timely manner. Additionally, employees must not use Council property for personal gain, this includes taking Council belongings offsite for personal gain.

All employees must return all Council owned property when leaving their employment with the Council. If the employee has not returned all property in their possession, Council may withhold any monies owing to the employee from the employee's salary and entitlements at termination, in accordance with the Employee Departure Policy.

## 8. Councillors

When employees interact with Councillors, the same professional courtesy and respect with which they treat customers and colleagues should be shown.

Councillors do not have the authority to direct any employee other than the Chief Executive Officer to undertake any work objectives. Any concerns relating to contact with Councillors should be raised with your supervisor, Director Governance and Information Services or the Chief Executive Officer.

Employees should note that only the Chief Executive Officer, Directors, Executive Assistances and Communications team may be asked to provide advice directly to a Councillor.

Requests for other employees to provide information to Councillors may come from either the Chief Executive Officer, a Director, or a Manager. However, all employees may provide

Councillors with information and services on the same basis as they would to a customer if requested.

Employees must not, under any circumstances, approach Councillors to discuss individual or operational employee matters.

## 9. Customer service

Our Commitment to Culture outlines our obligation to delivering quality customer service to all members of our community. The statements below capture the ways in which we will work with each other and the members of our community.

Optimistic	<p>We will overcome challenges and deliver quality services.</p> <p>We will learn from our past interactions with community members and use this knowledge to help better serve them in the future.</p> <p>We will maintain an optimistic mind set when delivering our services always looking for ways to make improvements.</p>
Pragmatic	<p>We will deliver services in line with the agreed time frames that are set.</p> <p>We will use our resources to the best of our abilities, eliminating wastage and unnecessary rework where we can.</p> <p>We will regularly review the ways we work and the outcomes we achieve always looking to better ourselves and the services we deliver.</p>
Respectful	<p>We understand that through our work we will interact with a vast array of people with different views and opinions. We value this diversity and embrace the strengths that these perspectives bring to the work we do.</p> <p>We will treat all of our colleagues and customers fairly, without discrimination.</p>
Supportive	<p>We value the skills of our colleagues. We understand that we will achieve more when we work together as a team.</p> <p>We will look for opportunities to help other members of the team to grow and develop their skills and knowledge.</p>
Authentic	<p>We will be open, honest and transparent in all our dealings with our colleagues and members of the community.</p>

The Customer Service Charter provides an outline of the particular expectations of Council, and provides a benchmark on which we can measure our success.

Council acknowledges that at times our people will have difficult conversations with members of the community. During these interactions employees must act with the highest level of professionalism.

If you receive abusive written material or find yourself within an abusive conversation then you are encouraged to end that conversation after first requesting the other party to stop their abuse. Employees should then report this abusive interaction to their immediate supervisor as soon as possible.

It is also understood that with many employees living within the municipality that there will be times when employees also become customers of the Council. In these circumstances employees should expect to be treated in a professional and courteous manner. Employees must not expect preferential treatment, nor should they seek to exert any pressure or use their influence from their position to gain preferential treatment.

If you are subjected to pressure from another employee to gain preferential treatment then you must report the matter (without fear of reprisal) to your Director or the Chief Executive Officer so that the matter can be investigated and dealt with appropriately.

## 10. Emergency Management

Employees may be asked to assist with emergency related functions if the Municipal Emergency Management Plan is enacted. Under the Emergency Management Act 1986, this may include providing emergency response, relief and recovery services to the community.

Employees are expected to abide by the content of this policy and all other Council policies and procedures when undertaking duties associated with an emergency management function.

## 11. Environment

All employees should consider the impact of their activities on the environment and on our community. Things to consider in relation to the environment include the way in which waste is generated and disposed of; the use and storage of chemicals, and all other resources we use. All employees should make themselves familiar with the Council's Environment and Climate Change Strategy.

## 12. Equal Opportunity

Council is an equal opportunity employer that embraces workforce diversity and equality, and aims to prevent and eliminate all instances of discrimination, harassment, bullying, victimisation and violence from the workplace. Council is committed to providing a safe working environment in which employees, suppliers, contractors and customers feel comfortable, secure and motivated.

Council's Equal Opportunity Policy outlines our commitment to culture, ensuring that our people remain respectful of one another and members of our community whilst valuing the diverse

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views and perspectives that all people have. This policy provides for the collaborative platform upon which our people feel supported and empowered within their roles allowing them to invest in their growth and development.

### **13. Fraud prevention**

Any attempt to steal or defraud Council by an employee is considered to be serious misconduct and will result in disciplinary action that may include termination of employment and referral to the Police for possible criminal prosecution.

Employees must maintain high standards of accountability when managing public money and property and will maintain accurate records of financial transactions. Employees are not to borrow or use Council money for private purposes.

The prevention and detection of fraud is the responsibility of every employee. All employees should be aware of their role in relation to fraud prevention, and any instances of fraud or suspected fraud must be reported to their supervisor or Director.

Employees who report such matters, or who assist in the investigation of fraud/suspected fraud will not be discriminated against. Employee responsibilities are further outlined in the Council's Fraud Policy.

### **14. Gifts**

Employees must not accept any gifts, prizes, entertainment or benefits, whatever the value, if there is a possibility that doing so may create a real or perceived conflict of interest, or if the integrity and impartiality of the employee could be compromised. For example, if accepting the gift or benefit could suggest to the giver or any reasonable observer that the gift or benefit could result in more favourable treatment from the employee or Council in general.

All gifts, benefits and hospitality offered to staff must be declared to the Governance Coordinator within seven days to be included in Council's Gifts Register, even if the gift, benefit, or hospitality is declined. Employees must also advise their Director or Chief Executive Officer.

Unsolicited promotional materials of little or nominal value such as pens, pencils, keyrings and diaries are not considered gifts for the purposes of this policy.

Further regulations relating to gifts can be found in Section 49 of the Local Government Act 2020.

## 15. Information Management

Employees must capture and maintain all business records in accordance with the Acceptable Use of Information & Communication Technology (ICT) Policy, and associated procedures. This includes utilising the core electronic business systems and where electronic records are not available, hardcopy archiving policy and procedure.

Employees must not destroy or alter in an unauthorised manner business documents and records that are required to be maintained for a statutory period, nor may any records be falsified or tampered with. Employees must ensure all business information is available within the centralised electronic information management systems.

## 16. Performance

Council is committed to having our employees develop and advance professionally in a manner consistent with their abilities. Council expects that decisions regarding the management of employees will be made fairly and will be carried out with discretion, compassion and respect for the privacy of the people concerned.

Employees shall promptly comply with all lawful directions that may be given by their supervisor or any person having the authority to give directions. Any employee who has doubt as to the lawfulness of such directions shall refer the matter to their Director or to the Chief Executive Officer.

Where employee conduct or performance issues are identified, these will be dealt with in accordance with the Council's Performance and Behaviour Management Policy.

## 17. Personal appearance

Council aims to portray a professional image in all of its dealings with the community and visitors.

Whilst working for Council, employee dress and appearance will be neat, clean, appropriate to the duty being undertaken and will be consistent with the general expectations of the community. A uniform must be worn where one is provided, and all employees are required to wear a name badge when representing the Council. Guidelines for appropriate attire are outlined in the Council's Corporate Uniform Policy.

Employees are expected to maintain a high level of personal hygiene.

Protective clothing, footwear and equipment should be used where applicable and OHS requirements adhered to at all times. Where specific work instructions exist in your area, these should be followed.

## 18. Personal conduct

Council acknowledges the rights of employees to be actively involved in the community. Employees should not let their activities outside of work detract from their job, damage the reputation of the Council or damage the working relationships the employee has.

If you are involved in a community group the following guidelines are to be followed:

- Declare your involvement with the community group to your supervisor in the first instance. Your supervisor may decide to declare this to the relevant Director if a possible conflict of interest could occur;
- Omit yourself from decision making processes within the Council that relate to that community group;
- Do not place yourself in a position of conflict with the Council when acting on behalf of the group;
- Exercise judgement on all matters relating to your employment and community group interactions.

Council understands that employees have the right to contribute to public discussions on community and social issues in a private capacity or on social media platforms. In doing so, employees are required to:

- Take reasonable steps to ensure that any comment made will be understood as representing their own personal views and not those of Council;
- Maintain the confidentiality of information employees have access to as an employee;
- Not compromise the ability to perform the duties of their role in an independent, unbiased manner;
- Adhere to this policy and other policies and procedures of Council, namely the Equal Opportunity policy;
- Comply with relevant laws and regulations; and
- Behave respectfully towards others.

## 19. Secondary employment

Council employees may only undertake secondary employment, with an employer outside of Council, where they can demonstrate that doing so does not conflict with the business of Council.



Employees must show that this additional work:

- Is kept separate from Council work;
- Does not lead to a conflict of interest;
- Does not affect Council time or resources;
- Does not interfere with an employee's ability to do their Council work; and
- Is consistent with OHS requirements.

For the above reasons, all secondary employment must be declared in writing and subject to the approval of the Chief Executive Officer.

## 20. Workplace Health and Safety

We all share the responsibility of ensuring that our colleagues and customers are safe and without risk of injury as far as is reasonably practicable.

Employees must:

- Comply with Council's Workplace Health and Safety policies, procedures and practices;
- Observe safe work processes in accordance with relevant procedures, training and instruction given; and
- Report hazards and the risks associated with any workplace activities.

Smoking is not permitted within Council workplaces, Council plant, vehicles, buildings, in close proximity to the entrance to any Council building, or within the premises of any customer/client of Council services.

Employees must present in a fit condition to undertake their duties without risk to their own safety, the safety of other employees and the general public. An employee's fitness for work may be impaired by a variety of factors including the adverse effects of medical conditions, level of physical fitness, fatigue, stress, or the use of alcohol and other drugs. Working under the influence of alcohol or drugs is prohibited in the workplace and may result in summary dismissal.

Employees that present to work in an unfit condition can face disciplinary action as breach of this policy in accordance with the Performance and Behaviour Management Policy.

You must not consume alcohol anywhere in the workplace other than at Council function or other special event which must be authorised by a Director or the Chief Executive Officer.

It is vital that all employees read, and become familiar with Council's ThinkSAFE Framework in particular the Occupational Health and Safety Policy, and comply with all requirements and expectations.

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## 21. Breaches of the Code

A breach of this policy can damage personal, business, public and work relationships and reputations, and have serious consequences for individuals.

Suspected breaches will be dealt with in line with the Performance and Behaviour Management Policy, employees can face disciplinary action and termination of their employment if breaches of the Code are proven.

In some cases the breach may constitute a criminal offence or breach of other legislation and be prosecuted by an external authority such as Victoria Police, IBAC (Independent Broad-based Anti-corruption Committee) or Worksafe.

Approval date	23 November 2021
Approval authority	Executive
Effective from	23 November 2021
Review term	Council term
Next review date	23 November 2025
Responsible position	Manager People and Culture
Responsible Director	Director Strategy & Organisational Performance
Version	3

*Please note; this policy will be reviewed in accordance with the Local Government Act 2020 implementation requirements.*