



PSA STAFF – CODE OF CONDUCT

DATE OF ORIGINAL ENDORSEMENT:	6 th April 2018
DATE OF EFFECT:	6 th April 2018
DATE LAST AMENDED: Version control : V1/2018	April 2018
AUTHOR	Kym Ward Manager Member Services

1 Purpose

The purpose of this code is to provide PSA staff with a clear guidance of the expectations and standards of professional behavior when undertaking their duties in the workplace.

To be able to effectively and efficiently comply with the objectives of the Public Service Association and Professional officers' Association Amalgamated Union of NSW Rule 2 - Objectives, a high standard of customer service and strong work ethic is required and expected of PSA staff.

This code should also be read in conjunction with the Performance/Conduct Management Policy 2017.

Application

All employees have an obligation to act in good faith to their employer. This code of conduct forms part of the contract of employment, and any breach of this code may entitle the employer to take disciplinary action against the employee.

This policy applies to all employees including permanent, temporary, casual employees and secondees of the PSA

Secondees of the PSA is a temporary employee 'on loan' to the PSA as per cl.56.1.6 of the *Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009* or its equivalent under Commonwealth legislation or Enterprise Agreements.

This **Code of Conduct** requires that all staff:

1. Behave with integrity
2. Act with care and due diligence
3. Treat everyone with respect and courtesy, and without harassment
4. Comply with all applicable laws and rules
5. Adhere to all internal policies and procedures
6. Maintain appropriate confidentiality
7. Take reasonable steps to avoid and disclose any actual or potential conflict of interest
8. Avoid any improper use of PSA resources
9. Do not knowingly provide untrue and misleading information to members or other staff
10. Follow reasonable and lawful directions from Executive and Senior Management
11. Not make use of internal information that could be used to gain a benefit or advantage for themselves or other persons
12. At all times behave professionally and ethically to uphold the values and reputation of the PSA.

	DATE & SIGNATURE
ENDORSED BY GENERAL SECRETARY:	 - 6.4.18
CENTRAL COUNCIL ENDORSEMENT/ RESOLUTION NUMBER (if applicable)	