

# **Code of Conduct**

**Royal Life Saving Society South Australia Inc**

**ABN 26 318 933 273**



**ROYAL LIFE SAVING**  
SOUTH AUSTRALIA

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# Code of Conduct

## Royal Life Saving Society South Australia Inc

### 1. Introduction

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- 1.1 This Code of Conduct (**Code**) is a general statement of the standards that Royal Life Saving Society South Australia Inc expects from its employees.
- 1.2 For the purposes of this Policy, '**Royal Life Saving Society South Australia**' means Royal Life Saving Society South Australia Inc ABN 26 318 933 273. Royal Life Saving Society South Australia may also be referred to as the '**Organisation**'.
- 1.3 The Code sets broad guidelines and does not cover every situation that might arise.
- 1.4 The Code compliments the Policy documents of Royal Life Saving Society South Australia.
- 1.5 Compliance with all Royal Life Saving Society South Australia policies and procedures is required whether or not they are specifically mentioned in the Code.
- 1.6 All staff at Royal Life Saving Society South Australia are expected to apply these standards in their everyday work.
- 1.7 If you do not understand anything in the Code, you should ask your direct supervisor or manager for an explanation.
- 1.8 As a condition of employment with Royal Life Saving Society South Australia you are required to:
  - (a) familiarise yourself with and understand the Code and related policies and procedures;
  - (b) sign the declaration of commitment upon commencing employment with Royal Life Saving Society South Australia (or as soon as it is available); and
  - (c) re-confirm that commitment when requested by Royal Life Saving Society South Australia, which may be annually.

### 2. Objective

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The Code sets down the principles for conducting business and dealing with Royal Life Saving Society South Australia members, affiliates, customers, suppliers, partners, clients, peers and stakeholders. The overarching purpose of the Code is:

- (a) to act with integrity and professionalism;
- (b) to exercise proper courtesy, consideration and fairness when dealing with clients, employees and stakeholders;

- (c) to avoid conflicts of interest and act in accordance with contractual requirements regarding conflicts or potential conflicts; and
- (d) observe the law and the spirit of the law.

### 3. Scope

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This policy applies to all:

- (a) directors and managers;
  - (b) employees (full time, part time, casual); and
  - (c) contractors,
- of Royal Life Saving Society South Australia.

### 4. Professional and ethical behaviour

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4.1 You must:

- (a) obey the law;
- (b) treat all persons fairly and with respect;
- (c) present yourself in keeping with your professional duties; and
- (d) refrain from any form of conduct that may undermine the reputation or work of the Organisation or the Organisation's stakeholders.

4.2 You are expected to pursue opportunities to:

- (a) improve your skills and knowledge; and
- (b) address any issues relating to health and safety aspects of the workplace.

### 5. Compliance with relevant law and policies and procedures

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5.1 You must comply with any law or legitimate obligations that are relevant to Royal Life Saving Society South Australia duties and functions and contractual obligations with external stakeholders and other parties. This includes laws that apply to the whole community, laws and government policies that apply to the Organisation's business, contractual obligations with clients and other parties. You must also comply with Organisation policies and procedures including the applicable policies and procedures of other organisations that Royal Life Saving Society South Australia may work with.

5.2 Royal Life Saving Society South Australia policies and procedures are based in large part on these requirements. In your employment, the Organisation expects you to:

- (a) abide by laws that apply to the whole community, such as laws against theft and discrimination;
- (b) learn and comply with the Organisation's policies and procedures; and
- (c) report any failure to comply with any relevant law or obligation that you know about as soon as practicable so that it can be corrected.

5.3 The correct and timely performance of all required processes is critical to ensuring the integrity and excellence of Royal Life Saving Society South Australia services.

## 6. Respect for others

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- 6.1 You are employed in a workplace where respect for others is essential, and is integral to the Organisation's way of doing business. External stakeholders and others with whom the Organisation has business relationships must be treated with care, sensitivity and fairness to ensure that these stakeholders have confidence in the Organisation's understanding, competence and capacity.
- 6.2 You must treat other employees with respect and consideration to ensure an environment which is free from harassment.

## 7. Respect for self

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- 7.1 You are employed in a workplace that engenders self-respect. You should respect:
  - (a) your own abilities, and your work with the Organisation;
  - (b) your contributions to your further development and to the development of others;
  - (c) your high standards of professional behaviour; and
  - (d) your concern for health and safety in the workplace.
- 7.2 Your professional development includes improving your skills and knowledge, your participation in improving the skills and knowledge of others, and your contributions to other improvements within the Organisation such as improvements in policies and processes.

## 8. Respect for Royal Life Saving Society South Australia's business interests

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- 8.1 You are employed in a workplace that relies on and values the success of the work programs. You are expected to be a part of that success. You will play your part by complying with this Code and all requirements to which this Code refers.
- 8.2 You must at all times:
  - (a) act in the best interests of the Organisation;

- (b) not use your position for personal or third party gain;
- (c) not use information obtained in your position for personal or third party gain;
- (d) act with fidelity and loyalty towards the Organisation and encourages others to do the same.

## 9. Fraud

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- 9.1 Fraud is normally characterised by some form of deliberate deception to facilitate or conceal the misappropriation of assets. Corruption involves a breach of trust in the performance of official duties.
- 9.2 Royal Life Saving Society South Australia has zero tolerance for fraud, corruption and maladministration.
- 9.3 In the event that you become aware that fraud, corruption or maladministration has occurred, or you suspect that any such event has occurred, you must report the matter as soon as practicable in writing. The report should be made to Secretary of the Board of Directors of Royal Life Saving Society South Australia.
- 9.4 Royal Life Saving Society South Australia is committed to the development and maintenance of internal controls for prevention and detection of fiscal misconduct and for ensuring that all reports of fiscal misconduct are dealt with promptly and fairly. All proven instances of fiscal misconduct will be pursued, and appropriate disciplinary action will be taken which may include dismissal and/or action through the courts.

## 10. Conflicts of interest

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- 10.1 A conflict of interest exists when a person's private interest interferes in any way with the interests of the Organisation. A conflict situation can arise if you take action or have interests that may make it difficult to perform your work objectively and effectively. Conflicts of interest may also arise if you, or members of your family, receives improper benefits or gifts as a result of your position with the Organisation.
- 10.2 You must seek to avoid any perceived, potential or actual conflict between your personal interests (including your business interests) and the impartial and proper fulfilment of your duties. If you require assistance to determine whether a conflict of interest exists, you should seek guidance from the Executive Director or other relevant supervisor.
- 10.3 Where a conflict does exist, it must be declared and managed in accordance with the relevant Employment Contract clause on the management of conflicts of interests. In particular:
  - (a) whenever disclosure is required or seems appropriate, it should be made promptly and shall be recorded in accordance with the policy; and
  - (b) in the event that you have a direct or indirect pecuniary or other disclosable interest in a matter, you shall not have access to any Confidential Information held by Royal Life Saving Society South Australia relating to the matter, and shall not take part in decisions on the matter.

## 11. Confidentiality

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- 11.1 All information relating to Royal Life Saving Society South Australia work must be treated as strictly confidential.
- 11.2 Confidential Information includes, but is not limited to, documents, specifications, products and services, employee files, names and addresses, databases and databases of the Organisation's associated stakeholders, accounting and management records, correspondence, tender documents, policies and procedures, plans, strategies and forecasts, and documentation including contracts with stakeholders and service providers or vendors.
- 11.3 You shall only be given access to Confidential Information and confidential records on a need-to-know basis and where there are adequate controls against the misuse of Confidential Information.
- 11.4 Unless Royal Life Saving Society South Australia is required by law to release the information, Confidential Information about another organisation must not be given to any other party without the approval of the organisation that owns the Confidential Information.

## 12. Intellectual Property

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- 12.1 You must respect and protect the Intellectual Property rights of Royal Life Saving Society South Australia, the Organisation's stakeholders and the Organisation's contractors. Intellectual Property rights for the purposes of the Code include Confidential Information and the rights in any patent, trademark or design applications, copyright, product formulations, processes, methods and inventions.
- 12.2 Any material, concepts, designs, processes or other things developed by you in the course of your work at the Organisation (whether employees, contractors, students on work experience or others) remains the property of the Organisation unless the engagement contract stipulates otherwise.

## 13. Harassment and discrimination

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- 13.1 You have the right to perform your work without being harassed or bullied. At the same time, you need to maintain acceptable standards of behaviour both at work and off duty (including at third party functions).
- 13.2 Royal Life Saving Society South Australia does not tolerate sexual or other forms of harassment which is likely to humiliate, offend or intimidate another person.
- 13.3 You must not harass or discriminate against your colleagues or members of the public on the grounds of sex, marital status, pregnancy, age, race, ethnic or national origin, physical or intellectual impairment, political or religious conviction, or sexual preference.
- 13.4 Royal Life Saving Society South Australia does not tolerate bullying, which is any repeated behaviour directed towards another person or a group of people, which could reasonably cause them to feel victimised, intimidated, humiliated, undermined or threatened.
- 13.5 Managers must take leading roles in ensuring the workplace is free from all forms of harassment, bullying and discrimination. They need to understand and apply the principles of equal employment

opportunity and ensure that the employees they manage are informed of these principles. Managers must take all necessary steps, such as training and other active measures, to prevent and deal with harassment and discrimination in their work area.

- 13.6 If you experience harassment, bullying, or discrimination in the workplace, refer to the Royal Life Saving Society South Australia **Grievance Procedures** for appropriate steps to take.

## 14. Gifts

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- 14.1 The business decisions of Royal Life Saving Society South Australia need to be made ethically, transparently and at arms-length. Accordingly, you need to exercise the upmost care when giving or accepting any gifts (such as cash or other benefits) as this behaviour may create a sense of obligation to, or conflict of interest with, that person or organisation.
- 14.2 Royal Life Saving Society South Australia operates a gifts and hospitality register in order to monitor gifts received and given, and operate with transparency.
- 14.3 You are prohibited from soliciting any gifts (such as cash or other benefits).
- 14.4 In the event you believe you are in a situation where a gift has been offered, you must immediately advise the Executive Director (or other relevant party) in confidence.
- 14.5 You should not accept gifts for yourself or your family from current or potential clients, business partners or service providers where that gift implies that you should favour the gift-giver or any other party.
- 14.6 Gifts may generally be accepted provided they are of a token or culturally customary nature. As a guide, whilst there is no absolute monetary limit placed on the value of the gift, if the value is considered to be less than one hundred dollars, the gift may be considered as token in nature. Multiple gift from any person (or group of people) within twelve months are to be considered cumulatively.
- 14.7 Where the gift has a value of one hundred dollars (\$100) or greater it shall be lodged in the appropriate register and reported to the Executive Director
- 14.8 All gifts received by you in the course of your employment remain the property of Royal Life Saving Society South Australia, even if you are permitted by Royal Life Saving Society South Australia to retain the gift.
- 14.9 Hospitality may be accepted provided it is moderate and reasonable in the circumstances. As a guide reasonable hospitality that may be accepted includes a lunch provided as part of a course, training session or seminar, or any hospitality provided as part of a workplace agreement (or travelling allowance).
- 14.10 The general principle is that you should not do anything that is against the law or which might create an obligation or a real or perceived conflict of interest.



## 15. Dress and presentation

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- 15.1 You are expected to be suitably dressed for your role and duties and be well groomed. Appearance and manner reflect the public image of Royal Life Saving Society South Australia and also have positive or negative impacts internally. In the event that your clothing is considered by the Organisation to be inappropriate, you may be asked to return home and change into more suitable attire.
- 15.2 You are expected to abide by any requirements for Personal Protective Equipment, which will be provided by the Organisation for the relevant duties.
- 15.3 Any relevant uniform your role requires is expected to be kept in presentable condition, and you are expected to wear the designated uniform at the relevant times.
- 15.4 If you are provided with a uniform by Royal Life Saving Society South Australia:
- (a) the uniform must only be worn during the direct course of your employment with Royal Life Saving Society South Australia and not at any other time;
  - (b) you must clean, iron and maintain the uniform (except for fair wear and tear);
  - (c) you must return the uniform to Royal Life Saving Society South Australia upon request by Royal Life Saving Society South Australia or within seven (7) days of you ceasing employment with Royal Life Saving Society South Australia.
- 15.5 In addition to the obligations at 15.4, if you are provided with a Lifeguard uniform, that uniform must not be worn in any public place other than in the direct course of your employment. In this regard, the Lifeguard uniform must not be worn when travelling to your place of employment by public transport, but may be worn if using private transportation.

## 16. Use of Royal Life Saving Society South Australia resources and facilities

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- 16.1 You shall use Royal Life Saving Society South Australia resources that are entrusted to you effectively and economically in the course of your duties.
- 16.2 You shall be honest in your use of facilities and funds and shall not misuse the facilities and funds.
- 16.3 Using Organisation computer resources to seek out access or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature is prohibited.
- 16.4 You must not use Organisation resources and facilities for any private commercial purpose.
- 16.5 Minor use of facilities for raising funds for charity purposes may be permitted where prior approval of the Executive Director is obtained.
- 16.6 You may use Organisation resources and facilities for minor private purposes other than income earning, subject to prior written approval of the Executive Director and as long as such use is reasonable and does not jeopardise your own work or conflict with the work of other staff members.

Refer to the Royal Life Saving Society South Australia IT Policy and Social Media Policy.

## 17. Public comment

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- 17.1 You will not hold yourself out to be an authorised representative of Royal Life Saving Society South Australia at any time.
- 17.2 You must not make any public comment relating to Royal Life Saving Society South Australia or Organisation stakeholders or other partners unless authorised by the Executive Director. Any enquiries from the media are to be referred to the Executive Director.
- 17.3 You must not make any public comment about Government policy or law in your capacity as a Royal Life Saving Society South Australia employee or from information gained as an Organisation employee unless authorised to do so by the Executive Director.

## 18. Secondary employment

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- 18.1 Royal Life Saving Society South Australia has no objection in principle to you undertaking employment outside the Organisation unless this employment conflicts with your duties at the Organisation, however all outside employment must be disclosed in writing to your manager. If you require assistance to determine whether existing outside employment conflicts do or would conflict with your duties, you should seek the guidance of your supervisor or the Executive Director. For any potential outside opportunities that do not exist at the time you commence employment with the Organisation, approval is required prior to undertaking that additional employment.
- 18.2 Conflicts could occur for various reasons, particularly if the secondary employment would involve you:
- (a) taking on a full-time night shift elsewhere as well as working full-time at Royal Life Saving Society South Australia;
  - (b) working to the extent that it may conflict with your performance of duties at Royal Life Saving Society South Australia;
  - (c) using Confidential Information about, or Intellectual Property of, Royal Life Saving Society South Australia;
  - (d) engaging in behaviour that reflects unfavourably on the reputation and integrity of Royal Life Saving Society South Australia.

## 19. Roles and responsibilities

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The Executive Director is responsible for implementing the Code and for ensuring that the Code is regularly monitored and reviewed.

## 20. Consequences of non-compliance

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- 20.1 Compliance with this Code and Royal Life Saving Society South Australia Policies and Procedures is required as part of your employment with the Organisation. You are responsible for reading and understanding these documents.
- 20.2 Royal Life Saving Society South Australia may take disciplinary action for any non-compliance with the Code and associated policies, up to and including termination of employment, civil action or referral to law enforcement agencies.

## 21. Royal Life Saving Society South Australia contact

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If you have any questions regarding the above, please do not hesitate to contact your manager.