



CODE OF CONDUCT

A.M.Y. Nominees Pty Ltd is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as clients, visitors and members of the public. A Code of Conduct provides a benchmark and guidelines as to what behaviours are acceptable and what behaviours are not. This knowledge should provide a safe and secure workplace for all employees.

POLICY

The purpose of this policy is to provide a guide for recognising and dealing with unacceptable and associated behaviours. This policy defines what conduct is not acceptable while employed by Antakarinja Matu-Yankunytjatjara (AMY) – AMY Nominees and associated entities.

This Policy applies to all workers/staff engaged by AMY Nominees entities, including contractors and volunteers.

GENERAL

Personal and Professional Behaviour

Staff and workers employed by AMY Nominees are to perform any duties associated with their position diligently, impartially and conscientiously, to the best of their ability.

In the performance of their duties staff, members are to:

- Treat members of the public, colleagues and client representatives with courtesy and sensitivity to their rights;
- Keep any relevant licensing, training and inductions up-to-date and inform AMY Nominees, should any license or relevant training expire or become void.
- Comply with any relevant legislative, industrial or administrative requirements and all AMY Nominees or associated clients rules, policies and procedures.
- Maintain adequate personal records to support decisions made

Conflict of interest

The potential for conflict of interest arises when a staff member or worker has private interests that could influence or appear to influence judgements made during the course of their duties.

While employed by AMY Nominees you must not engage in private business or undertake other employment in direct or indirect competition with AMY Nominees using any knowledge or materials gained during the course of your employment.

Any such activity will be deemed to be a conflict of interest with AMY Nominees and may lead to termination of your employment under the terms of your employment agreement.

You also agree that you will not undertake any other form of employment without prior written approval from the company.

Confidentiality

Other than in the proper performance of your duties you must not disclose to any third party, any confidential information.

“Confidential information” includes all confidential information of AMY Nominees, related company or associated clients including but not limited to trade secrets, confidential know how, client lists, supplier lists, price lists, information about tenders or proposals to prospective clients, prospective client lists, information about products and services in development, business plans, marketing plans and computer software owned by or used by the company or a related company of which you become aware, or generate (both before and after the day this agreement is signed)

These restrictions apply both during your employment and after termination but will cease to apply to knowledge and information, which comes to the public domain, other than by a breach of this clause. You may be required to sign a separate confidentiality agreement.

Intellectual Property

Intellectual Property rights for methodologies, systems, designs or other product or service you may develop in the course of your employment with the Company, remains the property of the Company.

Commissions

You must not demand, claim or accept any fee, gratuity, commission or benefit from any person or organisation other than AMY Nominees in payment for any matter or thing concerned with your duties except with the prior written permission of AMY Nominees.

Internet/Email/Computers/Mobile Phones

AMY Nominees and associated clients may provide internet and email facilities for business purposes. AMY Nominees will not sanction excessive or unreasonable personal use of such systems and may at any time audit email and data files.

Viruses

If you receive any email or files from somebody you do not know, or are suspicious about any email or files, you must not open them but must contact the system administrator (or immediate Supervisor / Manager immediately).

Unacceptable Use

The use of AMY Nominees or associated clients' internet and email facilities for the following is expressly forbidden:

- Distribution or saving of material that is illegal in Australia or country of destination;
- Distribution or saving of material that negatively reflects upon a particular race, gender, religious belief, nationality, marital status or sexual orientation or is likely to cause offence;
- Distribution of copyright material without permission of the author(s);
- Distribution of material that may negatively reflect on AMY Nominees or associated clients' reputation, or the issuing of unauthorised statements as being attributed to AMY Nominees or associated clients;
- Carry out or attempting to carry out impersonation, misrepresentation of identity, forgery, substitution of mail, headers or any other identification marks; and
- Using AMY Nominees or associated clients' computer systems for gambling or soliciting for personal gain or profit

Use of AMY Nominees or associated clients' Internet facilities to access social media sites such as 'Facebook' or 'Instagram' is prohibited during work hours, unless specifically approved for your role. This includes accessing such sites during work time on your business or personal mobile. Making excessive personal mobile calls, or sending and receiving personal SMS messages, is also prohibited.

Security

You must not send any confidential AMY Nominees or associated clients' material to unauthorised persons. All documents and mailing addresses must be checked before the email is sent as mistakes can easily be made.

Name:	Bill Ryan	Position:	General Manager
Signature:	_____	Date:	22 June 2020
Review date:	30.June 2021		