



## **CODE OF CONDUCT**

### **Australian International Pedal Prix Inc.**

#### **Foreword**

This Code of Conduct outlines the expectations and rights of all staff and volunteers engaged by Australian International Pedal Prix Inc. Many of the rights and obligations outlined in this document originate from State and Federal Legislation and policies of Australian International Pedal Prix Inc. I urge you to bear these expectations and rights in mind at all times in carrying out your role with the organisation.

**Andrew McLachlan**

**Chairman**

**January 2016**

#### **Expectations**

##### **Service to Members and Competitors, and Relationships with Other Organisations**

It is expected that you will:

- treat members and competitors, and people from other organisations with respect and dignity;
- be fair, reasonable, equitable and responsive in your dealings with all people,
- perform your duties with professionalism and integrity;
- be conscientious in the performance of your duties and exercise honesty and sensitivity in your work;
- be alert to areas in which services could be improved or in which difficulties are experienced; and
- strive to continually improve the services provided.

##### **Conduct Towards People Who Use Our Services**

It is expected that you will:

- not engage in mistreatment of, cruelty or inappropriate behaviour in any form towards people who use our services;
- not strike or use physical force against people who use our services;
- never swear, shout or be verbally abusive in any way towards people who use our services;

- respect the rights and opinions of people who use our services and encourage their participation in decisions which affect them;
- give people who use our services the opportunity to gain knowledge and learn new skills;
- ensure that people who use our services are informed of their rights and responsibilities and what they can do if they have a grievance with an individual or Australian International Pedal Prix Inc.;
- immediately report any incident that appears to involve mistreatment of or cruelty to people who use our services;
- maintain confidentiality on matters of a personal nature relating to people who use our services; and
- not take advantage of people who use our services or their families in financial or other matters.

### **Conduct Towards Commercial Customers**

It is expected that you will:

- value our customers and treat them with politeness, respect and honesty;
- deliver what we promise, when we promise it;
- deliver products and services which meet customer requirements and work as they should; and
- Act on customer complaints immediately and resolves them to the satisfaction of the customer.

### **Conduct Towards Fellow Staff or Volunteers**

It is expected that you will:

- treat other staff or volunteers with respect and courtesy, not sexually harass or discriminate against other staff or volunteers on the grounds of gender, marital status, pregnancy, race, age, impairment or religious or political conviction;
- only discuss concerns involving another staff or volunteer member with that staff or volunteer member and/or management, not with other staff or volunteers members;
- maintain confidentiality on matters of a personal nature relating to staff or volunteers; and
- not allow personal relationships, inside or outside the work environment to adversely affect your work performance or that of other staff or volunteers.

### **Compliance with Policy and Lawful Directions**

It is expected that you will:

- observe Australian International Pedal Prix Inc.'s policies and procedures;
- obey any lawful direction given by your supervisor or any other person having the authority to give direction; and
- adhere to the legislative obligations placed on Australian International Pedal Prix Inc.
- At all times consider the implications of any association you have with any person or organisation for AIPP Inc and if that association has any

potential to damage the reputation, public image or in any way impair the capacity of AIPP Inc to conduct its business you must:

- Immediately disclose that association to the Board and abide by any direction of the Board in relation to that association.

### **Conflict of Interest**

It is expected that you will:

- not allow private interests to adversely affect your performance or impartiality;
- not give preference to any person or organisation as a result of any private association with that person or organisation;
- make an immediate disclosure to the Board when it is considered that a conflict of interest might arise for you or other members of staff or volunteers;
- advise the Board where any benefit has been offered or received from an outside source; and
- not seek to unduly influence any person to obtain promotion, transfer or other advantage.

### **Dress Standards**

It is expected that your dress and personal presentation will:

- enhance the community perception of the people we are supporting;
- be appropriate to the work setting, giving full effect to occupational health and safety requirements; and
- enhance the professional and business standing of Australian International Pedal Prix Inc.

### **Use of Alcohol and Drugs**

It is expected that you will:

- not at any time allow the consumption of alcohol or drugs to adversely affect your work performance and will not consume alcohol or illicit drugs while on duty;
- drink only in moderation and within legal limits when representing Australian International Pedal Prix Inc. at official functions;
- recognise that Australian International Pedal Prix Inc. has a smoke-free policy and that smoking is not allowed.

### **Use of Official Information**

It is expected that you will:

- not use information gained about Australian International Pedal Prix Inc.'s operations to improperly gain any kind of advantage for yourself or for another person or organisation; and
- not pass on information gained about Australian International Pedal Prix Inc.'s members or consumers to other people or organisations without the necessary consents being obtained.

### **Contact with the Media and the Public**

It is expected that you will:

- not contact or discuss issues pertaining to Australian International Pedal Prix Inc. with the media without the appropriate authorisation in accordance with the Media Relations policy; and
- not comment publicly on issues pertaining to Australian International Pedal Prix Inc. without authorisation in accordance with the Public Comment policy.

### **Occupational Health and Safety**

It is expected that you will:

- co-operate in ensuring that the highest possible health and safety standards are maintained through all Australian International Pedal Prix Inc.'s activities;
- take reasonable care to ensure your own safety at work and avoid adversely affecting the health, safety and welfare of any other person;
- use or wear any protective equipment or clothing required to be used or worn;
- immediately report any situation at the workplace which may constitute a hazard to any person; and
- immediately report any accident or incident.

### **Use of Australian International Pedal Prix Inc. Property and Equipment**

It is expected that you will:

- use Australian International Pedal Prix Inc. property and equipment for its proper purpose;
- ensure that Australian International Pedal Prix Inc. property and equipment is properly cared for and maintained; and
- only give away, lend, destroy, or otherwise dispose of Australian International Pedal Prix Inc. property if this action is authorised by the Board, no matter how old or damaged the property.

### **Use of Australian International Pedal Prix Inc. Vehicles**

It is expected that you will:

- only drive Australian International Pedal Prix Inc. vehicles when authorised by Australian International Pedal Prix Inc. and legally licensed to do so;
- use Australian International Pedal Prix Inc. vehicles for their authorised purpose;
- ensure that Australian International Pedal Prix Inc. vehicles are regularly and properly cleaned and maintained;
- not smoke in Australian International Pedal Prix Inc. vehicles;
- drive Australian International Pedal Prix Inc. vehicles with care and safety at all times and in accordance with Australian International Pedal Prix Inc. policies and the road traffic code;
- promptly settle any fine incurred as a result of traffic and parking infringements occurring while you are a driver of an Australian International Pedal Prix Inc. vehicle; and
- report all damage to an Australian International Pedal Prix Inc. vehicle in your control and vehicle malfunctions to the Board as soon as practicable, no matter how small.

## **Rights**

You have a right to:

- work in an environment which, as far as is practical, is free from exposure to hazards;
- refuse to work where there is a risk of imminent and serious injury or harm;
- be given clear expectations of required performance;
- object to directions which you believe, on reasonable grounds, are illegal, improper or against your particular religious beliefs or philosophy;
- work in an environment that is free from discrimination or harassment on the grounds of gender, marital status, pregnancy, race, age, impairment, religious or political conviction;
- equal opportunity in employment and to have applications for positions treated on merit;
- raise grievances in an atmosphere which is not threatening and without fear of retribution;
- have all grievances and allegations made by or against you dealt with in a confidential and prompt manner.
- participate in public life, including joining trade unions, political parties and interest groups;
- be given adequate training and equipment to do the job;
- be treated with respect and dignity and receive clear and honest communication from supervisors and managers;
- have information about you kept confidential unless you give permission for it to be passed on;
- fairness and equity in the way management administers the policies and procedures of Australian International Pedal Prix Inc.

**BACK PAGE**

Australian International Pedal Prix Inc. is a not-for-profit organization, providing management services to conduct the UniSA Australian HPV Super Series. Australian International Pedal Prix Inc. events provide recreational and educational opportunities annually to more than 3,500 students from primary to tertiary level.

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