

# Strategic Objective:

## 2. People & Culture



**POLICY :** 2.3 Continuing Employment and Performance Development Policy

**PROCEDURE:** 2.3.1 **Code of Conduct Procedure**

Approval By:	CEO	Approval Date:	30-05-2014
Document Owner:	Manager People & Culture	Next Review Date:	30-05-2016

**Purpose** This procedure is to ensure that all employees have access to the Victorian Public Service Code of Conduct and understand that QEC operate in line with the code.

**Target Audience** This procedure applies to all QEC employees including permanent employees, casuals, contractors, volunteers, students, and honorary appointees.

**Definitions** The Code is the Victorian Public Service Code of Conduct

**Procedure**

**All employees:**

- Are responsible for familiarising themselves with the content of The Code
- Must conduct themselves according to The Code and the values of QEC. Conduct and behaviour that is not in line with The Code and QEC Values will be subject to performance management and may be subject to disciplinary action.

**QEC:**

- Will ensure that a copy of The Code is available to employees either through a hard copy or electronic copy
- provide the necessary training, development, tools and support to ensure compliance with this policy

**New Employee**

- On recruitment People and Culture will provide a copy of The Code. The Code forms a part of the employment contract and a new employee acknowledges this in acceptance of the position.
- Organisation orientation will include reference to the use of The Code.

**Related Links**

- 2.1.1 Recruitment and Selection
- 2.2.8 Disciplinary
- 2.3 Continuing Employment and Performance Development
- 2.3.6 Managing Under Performance

### Key Legislation, Acts and Standards

Code of Conduct for Victorian Public Sector Employees

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PLEASE PLACE A 'Y' IN THE BLANK COLUMN relating to the applicable standards below:-  
e.g.

1.0 Empowerment	1.1	Understanding Rights & Responsibilities	Y
	1.2	Exercising Rights & Responsibilities	

### DHS STANDARDS Listing

1.0 Empowerment	1.1	Understanding Rights & Responsibilities	
	1.2	Exercising Rights & Responsibilities	
2.0 Access & Engagement	2.1	Services Are clear	
	2.2	Services are delivered	
	2.3	Access to Services	
3.0 Wellbeing	3.1	Services Adoption	
	3.2	Services Participation	
	3.3	Goals Documented & Implemented	
	3.4	Reviews, Evaluations & updates	
	3.5	Delivery is in Safe Environment	
4.0 Participation	4.1	Choice & Control of Service Delivery	
	4.2	Community Participation	
	4.3	Maintaining Connections with Family & Friends	
	4.4	Strengthen Culture Connection - Aboriginal/Torres	
	4.5	Strengthen Cultural, Spiritual & Language	
	4.6	Life Skills - Develop Sustain Strengthen	

### ISO 9001:2008 Listing

4.0 Quality Management System	4.1	General	
	4.2.1	Doc Requirements General	
	4.2.2	Doc Requirements Quality Manual	
	4.2.3	Doc Requirements Control of Docs	
	4.2.4	Doc Requirements Control of records	
5.0 Management Responsibility	5.1	Management Responsibility	Y
	5.2	Customer Focus	
	5.3	Quality Policy	
	5.4	Planning Inc 5.4.1-5.4.2	
	5.5.1	Responsibility & Authority	
	5.5.2	Management Representative	
	5.5.3	Internal Communication	
6.0 Resource Management	5.6	Management Review	
	6.1	Provision of resources	
	6.2	Human resources	Y
	6.3	Infrastructure	

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	6.4	Work Environment	Y
7.0 Product Realization	7.1	Planning of Product Realisation	
	7.2	Customer-related Processes	
	7.3	Design & development	
	7.4	Purchasing	
	7.5	Production and service provision	
	7.6	Control of monitoring & measuring devices	
8.0 Measurement, Analysis & Improvement	8.1	Measurement Analysis & Improvement	
	8.2	Monitoring & Measurement	
	8.3	Control of non- conforming Product	
	8.4	Analysis of Data	
	8.5	Improvement	

**Other Key Legislation, Acts and Standards**

**Key words** Code of Conduct, Disciplinary

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