

<h1>Code of Conduct Policy</h1>		Alana Kaye Policy Manual	
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## Policy

Alana Kaye expects its employees, external Contractors and Third Parties to maintain a high standard of conduct and work performance to make sure the business maintains its good reputation with customers and suppliers. Good personal conduct contributes to a good work environment for all.

## Code of Conduct

Alana Kaye’s Code of Conduct includes:

- Treat all stakeholders of Alana Kaye with dignity and respect in line with access, equity and diversity requirements.
- Make decisions fairly, impartially and promptly, having regard to all relevant information, legislation, policies and procedures.
- Follow Alana Kaye policies and procedures.
- Contribute to a workplace that is free of harassment, bullying or discrimination against colleagues, students or members of the public.
- Encourage positive work habits, behaviour and personal and professional workplace relationships and boundaries.
- Do not engage in behaviour that may bring disrepute to Alana Kaye. This includes inappropriate use of social media.
- Only disclose official information or documents as required by law or where proper authorisation is given by Management.
- Do not misuse official information or documents for personal or commercial gain for themselves and/or others.
- Act ethically and do not engage in behaviour that is fraudulent and/or corrupt.
- Be diligent and efficient in the use of Alana Kaye’s resources.
- Do not use Alana Kaye resources, including work time, for private or commercial gain for yourself and/or others.
- Follow Alana Kaye record management procedures including maintain confidentially and secure storage of information.
- All employees must ensure that their private interests and affiliations do not conflict, or appear to conflict, with our professional duties. All staff, contractors and Third Parties must make appropriate declarations of all actual, potential or perceived conflicts of interest.
- Act as a team player and contribute to a positive team environment.

## Procedure

This involves all employees:

- observing all policies and procedures
- treating colleagues with courtesy and respect
- treating customers and clients in a professional manner at all times
- working safely at all times

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Approved by	Alana Anderson	Date: 23 March 2017
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