

CODE OF CONDUCT

Policy Owner: People & Culture

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1. PURPOSE AND SCOPE

1.1. Purpose

This Code of Conduct articulates Teach For Australia’s (TFA) operating principles, and links them to clear standards and expectations of professional conduct, providing a framework to guide ethical day-to-day decision making and actions which are aligned with the law, and our organisation values.

1.2. Scope

This Code of Conduct applies to TFA employees, contractors, volunteers, work experience students and other individuals working within a TFA workplace, or undertaking work directed by TFA.

This Code of Conduct is not limited to the workplace or working hours, and includes all work-related activity, such as (but not limited to); lunches, dinners, functions/events, meetings and conferences.

This Code of Conduct does not attempt to describe every situation, law, other policy or agreement. Individuals should familiarise themselves with other relevant information, and note that there may be situations where individuals will have to exercise judgment on the most appropriate course of action.

2. POLICY DETAILS

2.1. Organisation Commitment

TFA is committed to exemplary professional conduct in every aspect of its operations, whether in its dealings with its workforce, stakeholders, suppliers, regulatory authorities or the general public.

Our organisation values are central to our culture – they inform our behaviours, attitudes and actions, and everyday, we do our best to be: *empowering greatness, outcome-driven, collaborative, humble and always learning, innovative and resilient.*

2.2. Definitions

Term	Definition
Conflict of Interest	Is assessed in terms of the likelihood in which a person can be influenced or appear to be influenced and personally benefit from actions or decisions made in their official professional capacity. E.g. taking actions/making decisions for personal gain rather than for benefit of the organisation.
Gifts	The term “gifts” should be used in its broadest context (e.g. plaques, alcohol or an invitation to a corporate event). Inappropriate gifts include something given in exchange for something, gifts that are of significant value.
Work Environment / Workplace	Any location where TFA work is carried out and includes but is not limited to TFA’s offices, home offices and stakeholder and service provider sites.

2.3. TFA's Operating Principles

Alongside living [TFA's Core Values](#), TFA's Operating Principles are fundamental to sustainable operations:

Principle	In practice
Integrity	<ul style="list-style-type: none">a) take reasonable steps to not act, or be seen to be acting, in conflict with the interests of TFA, and if such conflict appears possible or arises notify TFA at the earliest opportunity;b) working at your best, and making business decisions on honest grounds and uninfluenced by personal gain;c) do not accept inappropriate gifts or benefits from stakeholders or suppliers;d) reporting suspicions of dishonest or unsafe conduct by others;e) exert responsible stewardship of the organisation's resources;
Professionalism	<ul style="list-style-type: none">a) use your best endeavours to promote and act in the best interests of TFA, and do not intentionally do anything which is or may be harmful to TFA or bring TFA into disrepute;b) notify TFA if faced with criminal charges or involved in incidents during employment that may impede ability to perform role or may be harmful to TFA's reputation;c) do not disclose confidential information, or use information for your own gain or to disadvantage another, and take all reasonable and necessary precautions to maintain the privacy of and prevent disclosure of confidential information;
Respect	<ul style="list-style-type: none">a) be courteous to all others, respecting their culture, beliefs and backgrounds;b) listen to and consult with others, value their contribution, and embrace opportunities to learn from each other;c) do not use lewd or offensive behaviour or language;
Compliance	<ul style="list-style-type: none">a) comply with the law, and any reasonable and lawful duties and instructions that are given to you by TFA;b) familiarise and follow any reasonable and relevant policy, procedure, agreement etc. of TFA;c) take reasonable care for your own health and safety and that of others who may be affected by your actions or omissions;d) refrain from all forms of harassment, bullying and discrimination;

2.4. Organisation Responsibility

TFA will take all reasonably practicable steps to:

- a) provide information and training to enable individuals to conduct themselves aligned to this Code and other related policies;
- b) ensure that all reports of inappropriate conduct are treated seriously, investigated quickly, objectively and fairly;
- c) ensure that any person who makes a complaint in respect of inappropriate conduct is not victimised for raising concerns;
- d) make all documents, processes and guidance referenced in Section 3 available to all individuals.

2.5. Individual Responsibility

As a representative of TFA, individuals have a responsibility to:

- a) **Know and live the Code.** Read it and follow it and any other policies, procedures, agreements, laws etc. that apply;
- b) **Think before you act.** Individuals are responsible for their own conduct – in every action you take, use judgment. Don't violate the code, or ask others to violate the Code – individuals will not be excused for breaching this Code of Conduct and other related policies because someone told them to;
- c) **Be curious and crave information.** When unsure, ask for direction;
- d) **Take action.** Promptly report any incidents that may be in breach of this Code, so that it can be appropriately managed. Refer to TFA's [Grievance Resolution Policy and Procedure](#).

2.6. Breaches

Breaches of this Code of Conduct may result in disciplinary action.

3. RELATED DOCUMENT AND REFERENCES

- [TFA's Core Values](#)
- [Grievance Resolution Policy and Procedure](#)
- Individual contract of employment / contractor agreement
- [TFA's Policy Library](#)

4. POLICY HISTORY

From time to time, this policy may be changed by TFA.

Version	Effective Date	What
1	14 May 2020	Full review of previous (2015) policy, and a refreshed policy implemented.