



Equal Opportunity Specialists  
*Changing behaviours for the better*

## EMPLOYEE WORKSHOP FOR CODE OF CONDUCT

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# EMPLOYEE WORKSHOP FOR CODE OF CONDUCT

## Overview

In an engaging, interactive, customised approach, employees are introduced to their organisation's Code of Conduct through hypothetical scenarios that allow participants to practically understand the workings of their Code and how it applies to everyday life at their workplace. The result is that they leave better informed of their responsibilities, consequences and who they can speak to for information and support.

## Who is this course for?

This course is customised to individual clients to educate ALL their employees in relation to their organisation's overarching Code of Conduct. It is recommended that this course be conducted for all staff who work regularly, whether they are casual, part-time or full time.

This course is of particular relevance to state government bodies and local government bodies and other statutory entities that are required to have a code in accordance with the guidelines outlined in the [Western Australian Public Sector Commission](#).

## Course Description

This workshop is 3 hours in duration and it provides information for employees in relation to their organisation's Code of Conduct.

## What you will learn

- ✓ What the 6 protected areas in a code are and corresponding responsibilities for each area. The areas are –
  - Professional integrity – which includes using one's powers lawfully, corrupt and fraudulent behaviour
  - Conflict of interest – real, perceived, potential
  - Gifts
  - Public comment
  - Release of confidential information and record keeping
  - Use of employer's resources – such as equipment, uniform, car, credit card
- ✓ The role of managers/contact officers and PID officers
- ✓ How your employer manages complaints

## Contact

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