



## Code of Conduct

### Our Corporate Values

Educate... Mentor... Support

- **Teamwork**  
Embrace teamwork by building relationships with others via trust, respect and open communication as key factors for success. Taking ownership and having accountability within a framework of support and encouragement.
- **Honesty, integrity and respect**  
Conduct all dealings in an ethical, legal and professional manner.
- **Client and candidate satisfaction**  
Provide premier customer service by delivering on our promises and exceeding expectations.
- **Continuous Improvement**  
Strive for continuous improvement through innovation, creativity and personal development.
- **Celebration**  
Enjoy and celebrate business and personal successes. This is demonstrated to others through the attitude of support and giving.
- **Tolerance & Diversity**  
Treat others with dignity and respect to help support a diverse and tolerant workforce.
- **Health & Safety**  
Provide a safe work environment, which is free from discrimination, harassment, injury and loss.

Australian Industry Training (AIT) employees are required, under the Code of Conduct, to behave at all times in a way which upholds the company's values. Management are bound by the **Code of Conduct** in the same way as all AIT staff and have an additional duty to promote the Values.

## The Code

The Code of Conduct requires that an employee must:

- observe behaviour which reflects the spirit and values of AIT
- behave honestly and with integrity
- act with care and diligence in behaviour and the performance of all duties and tasks
- treat everyone with respect and courtesy, and without harassment
- comply with all applicable Australian laws
- comply with any lawful and reasonable direction given by someone in AIT who has authority to give the direction
- maintain appropriate confidentiality about dealings that the employee has with staff, clients or managers
- disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their employment
- use AIT resources in a proper manner (refer to Internet & e-mail policy, mobile phones & motor vehicles policy)
- not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's employment
- not make improper use of:
  - (a) inside information, or
  - (b) the employee's duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person
- at all times behave in a way that upholds the values, integrity and good reputation of AIT as outlined in this policy
- except in the course of his or her duties as a AIT employee or with the Manager's or Director's express authority, not give or disclose, directly or indirectly, any information about our business or anything of which the employee has official knowledge.
- maintain personal presentation in a clean, neat and presentable manner ie: clothing should abide by the terms outlined in the AIT Dress Code Policy
- smokers are encouraged to abide by office regulations and not smoke within the premises (7 metres from buildings). It should be conducted during normal breaks at morning and afternoon tea and during lunch.
- No alcohol can be consumed during business hours or is permitted on AIT premises unless it is an authorised and supervised AIT function.
- No drugs should be used or brought onto AIT premises (except as prescribed by a medical practitioner).