



Code of Conduct Summary

The Code of Conduct describes actions & behaviours that are expected of staff when representing or working on behalf of the Frankston City Council.

1. **Personal Behaviour** – *be open, honest and professional, act respectfully, impartially and without favouritism*
2. **Relationships with Councillors** - *mutual respect and cooperation*
3. **Diversity & Equal Opportunity** – *be tolerant of other's views, beliefs and ideas*
4. **Appearance & Presentation** – *be professional and punctual in your presentation and attendance behaviour*
5. **Performance of Duties & Compliance with Lawful Directions and the Law** – *reflect favourably on self and Council*
6. **Criminal Offences/Working with Children Checks** – *report criminal offences of which you have been found guilty*
7. **Driver's Licence** – *report any risk of losing your licence*
8. **Risk Management** – *report any/all risks to your manager*
9. **Health & Safety** - *comply with safety standards, promote a safe work environment and report on risks or health and safety hazards or behaviours*
10. **Drugs, Alcohol and Medication** – *ensure actions are not affected by use of alcohol or drugs, legal or illegal*
11. **Financial and Purchasing Responsibilities** - *in accordance with Council guidelines*
12. **Use of Council Facilities, Staff, Equipment/Materials and Intellectual Property** – *use in accordance with Council policies and not for private gain or benefit of someone else.*
13. **Intellectual Property/Copyright** – *work produced in course of employment remains the property of Council*
14. **Use and Release of Information** - *avoid making public comment to the media without CEO's consent*
15. **Private Information** - *treat private information with confidence and not disclose it inappropriately*
16. **Trade Practices** - *ensure fair competition*
17. **Avoiding Conflict of Interest** – *declare potential conflicts of interest*
18. **Receipt of Gifts** - *not use your position at Council to obtain gifts or private benefits*
19. **Endorsement** – *not engage in any endorsement of a product or service as a Council Officer.*
20. **Political Opinions and Activities** – *maintain political neutrality*
21. **Outside Business/Employment Activities or Second Job** – *consider possibility of conflict of interest and/or your health and safety & report concerns to manager*
22. **Leaving Your Employment with Frankston** – *don't use confidential information to disadvantage Council*