

**Apprenticeships
R US**



Code of Conduct

Purpose

Apprenticeships Are Us is committed to ensure performance for all stakeholders.

Scope

APPRENTICESHIPS ARE US GTA STANDARDS 1, 4, 8 POLICY & PROCEDURES

CODE OF CONDUCT POLICY STANDARD 1.2, 1.3, 1.4, 4.1, 8.2, 8.3

RESPONSIBILITY: All Board of Directors / Staff / Apprentices / Trainees

Principles

The employees of Apprenticeships Are Us are expected to observe the highest possible standards of behaviour, ethics and integrity as a condition of their employment.

The standards expected of employees include, but are not limited to:

- Strict observation of work, health and safety rules, responsibilities and practices at all times;
- Compliance with all organisational policies, procedures, rules and contractual obligations;
- Compliance with all relevant industry legislative requirements in the performance of all duties;
- Adherence to appropriate Professional Codes or Practice and/or Ethics (such as accounting standards, or group training standards);
- Compliance with all reasonable and lawful instructions of manager/supervisors;
- Adherence to the confidentiality of any information, records or other sensitive material acquired during the course of employment and/or after the cessation of employment with Apprenticeships Are Us;
- Honesty, respect, fairness and courteous manner in all dealings with customers, clients, co-worker, suppliers, management and the general public;
- The proper intended use of and respect for Apprenticeships Are Us equipment, information, electronic systems, supplies and property (including intellectual property);
- Not to make any unauthorised public statements, including to the media, about Apprenticeships Are Us business (requests for media statements must be referred to the CEO);
- Not to compete with or against the interests of Apprenticeships Are Us, either directly or indirectly. This includes a duty not to engage in outside employment without the prior approval of the CEO;
- No assault against another person, including fighting in the workplace;
- No offensive language and/or behaviour in the workplace, including the use of electronic systems;
- No unlawful discrimination, harassment or bullying in the workplace; and
- Not to possess, distribute, sell, consume or be under the influence of drugs or alcohol whilst in the workplace.

A breach of this Code of Conduct Policy by any employee may result in disciplinary action being taken.

Procedures

Board of Directors

Adhere to all principles relating to good Corporate Governance. This will include but not be exclusive to;

- Keeping abreast of all relevant legal statutes (Australian and State)
- Holding of regular Board Meetings
- Maintenance of Board representation – based on the Constitution
- Training of Board Members in their responsibilities of directorship
- Familiarisation and adherence with the articles of incorporation
- Support of the Chief Executive Officer and Staff
- Provide guidance to the Chief Executive Office.

Chief Executive Officer

- Implement all directives from the Board in an efficient and expeditious manner.
- Provide timely, accurate and meaningful financial, operational and performance information to support Board Meetings and on an 'as required' basis when requested.
- Provision of strong and consistent leadership to all Apprenticeships Are Us staff.
- Provide a working environment that encourages open and frank communication.
- Provide a safe and healthy working environment, with appropriate infrastructure conducive to the consistent delivery of a high-quality service.
- Be custodian of, and ensure adherence to, the Code of Conduct.
- Provide an arbitration function to assist in any internal dispute or conflict resolution.

Operations

- Apprenticeships Are Us Inc has policies, procedures and management practices which maintain high professional standards in the delivery of all its services.
- Apprenticeships Are Us ensures that it recruits staff that are both suitably qualified to provide the services it offers as well as being sensitive to the cultural and other needs of all the people they deal with. It also provides on-going training to its staff to ensure that this principle is maintained.
- Apprenticeships Are Us works within Australian and State Government legislative requirements as they pertain to the provision of all of its services.
- Apprenticeships Are Us is committed to conducting all of its business in an ethical manner.
- Apprenticeships Are Us will make available to any interested party details of its Conflict of Interest Management Plan, where a potential conflict exists.

Financial

- Apprenticeships Are Us ensures it maintains financial records and auditing processes in accordance with Australian Accounting Standards.
- Apprenticeships Are Us has internal controls and systems in place for the protection of public and other funds.
- Apprenticeships Are Us ensures that all contractual and financial relationships with clients are fully and properly documented. This documentation is fully explained to the client, and copies of the documentation are made available where relevant.

Philip Perdikaris
Chief Executive Officer