



Gondwana Park Zoo Code of Conduct

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1. Purpose of the *Code of Conduct*

The purpose of the *Code of Conduct* is to provide Gondwana Park Zoo permanent, contract, volunteer employees and board/committee members with enforced guidelines for upholding the ethical and legal principles of the zoo at all times. Gondwana Park Zoo is a public sector company and as such the Code is consistent with the *Government Sector Employment Act 2013* (the *Act*), which is the ethical framework for the government sector. As a condition of employment, employees must familiarise themselves with the *Code of Conduct*, embrace its principles and adhere to guidelines at all times, in and outside the workplace.

2. General conduct obligations

Part 2 of the *Act* establishes the ethical framework for the government sector. The objectives, values and principles of the ethical framework are to be displayed in the conduct of all government sector employees.

Government sector core values

The core values for the government sector and the principles that guide their implementation are as follows:

Integrity

- (a) Consider people equally without prejudice or favour.
- (b) Act professionally with honesty, consistency and impartiality.
- (c) Take responsibility for situations, showing leadership and courage.
- (d) Place the public interest over personal interest.

Trust

- (a) Appreciate difference and welcome learning from others.
- (b) Build relationships based on mutual respect.
- (c) Uphold the law, institutions of government and democratic principles.
- (d) Communicate intentions clearly and invite teamwork and collaboration.
- (e) Provide apolitical and non-partisan advice.

Service

- (a) Provide services fairly with a focus on customer needs.
- (b) Be flexible, innovative and reliable in service delivery.
- (c) Engage with the not-for-profit and business sectors to develop and implement service solutions.

(d) Focus on quality while maximising service delivery.

Accountability

- (a) Recruit and promote employees on merit.
- (b) Take responsibility for decisions and actions.
- (c) Provide transparency to enable public scrutiny.
- (d) Observe standards for safety.
- (e) Be fiscally responsible and focus on efficient, effective and prudent use of resources.

There is no hierarchy among the core values and each is of equal importance.

3. Conflict of interest

Conflict of interest occurs when an employee may be influenced by their private situation, potentially resulting in financial or social gain / loss for themselves or people they know. Employees must avoid conflicts of interest at all costs by:

- identifying if a conflict exists
- when presented with a decision that may have a personally beneficial outcome, ruling in favour of the interests of Gondwana Park Zoo
- when uncertain whether a conflict does exist, consulting a manager
- when a conflict exists that may affect either the day-to-day running of the zoo or the responsibilities of the employee, bringing this conflict to the attention of a manager

4. Discrimination, harassment and bullying

Gondwana Park Zoo holds a zero tolerance policy for discrimination, harassment and bullying in its workplace. GPZ has a legal duty under both Work Health and Safety and Anti-discrimination law to provide a healthy and safe working environment and safe systems at work. Employees must display actions in keeping with the conduct obligations and treat colleagues, customers and the general population with respect and dignity at all times. Discrimination on the grounds of race, gender, sexuality, marital status, disability, pregnancy, religion, age or physical attributes will not be tolerated and will result in disciplinary action by senior management and potentially legal repercussions.

5. Maintaining the integrity of this code

Is the employee's duty to maintain this code and to assist colleagues in maintaining this code. GPZ prides itself on an open and supportive workplace that reflects its established principles and ethics. It is the manager's responsibility to ensure staff members under his or her command abide by the *Code of Conduct* in their everyday duties. If a manager is made aware of a breach of code, it is their responsibility to discuss this with the staff member in question and ensure it does not happen again. Formal warnings may be implemented. Dually, Human Resources may be made aware of any lapses in the code and formally assist in the disciplinary process.