

CANBERRA GLASSWORKS CODE OF CONDUCT

This Code of Conduct (Code) applies to Canberra Glassworks Board Members, Employees and Volunteers of Canberra Glassworks, Artists and Contractors engaged by Canberra Glassworks (Canberra Glassworks Personnel) and Hirers working in the facility.

While working as Canberra Glassworks Personnel, or Hiring the Canberra Glassworks facility, it is expected that you will:

- Behave honestly and with integrity;
- Act with care and diligence;
- Work cooperatively with colleagues: support, learn from one another, treat each other with respect and courtesy, and without direct or indirect harassment;
- Promote a positive and professional image for Canberra Glassworks, maintaining appropriate dress standards which are in alignment with the duties and roles of the individual;
- Comply with all applicable Australian laws;
- Comply with any lawful and reasonable direction given by the General Manager, Artistic Director and other managers and supervisors of Canberra Glassworks.
- Maintain appropriate confidentiality about Canberra Glassworks information, activities, dealings or decisions;
- Be committed to protecting the privacy of others including the privacy of personal information collected, held and administered by Canberra Glassworks in accordance with the Privacy Act 1988:
- Observe all applicable copyright laws and regulations.
- Disclose to the General Manager, and take reasonable steps to avoid, any conflict of interest or perceived conflict of interest in connection the operations of Canberra Glassworks;
- Use Canberra Glassworks resources in a proper manner and take all reasonable actions to protect any asset to ensure its safe and efficient use;
- Not use the internet or email to send defamatory, threatening, obscene, racially and/or sexually harassing messages or other illegal communications to Canberra Glassworks Board Members, Employees and Volunteers of Canberra Glassworks, Artists, Contractors or Hirers, or to anyone outside the company while at the premises or when using Canberra Glassworks internet connections outside of work premises.
- Not download, retrieve or send sexually explicit, racist or otherwise discriminatory or illegal material from the Internet or from email at any time while Employees, Artists or Contractors at Canberra Glassworks and using company computers at the premises or when using Canberra Glassworks internet connections outside of work premises.
- Not provide false or misleading information in response to a request that is made for official purposes in connection with employment or engagement by Canberra Glassworks as a Contractor;
- Not make improper use of Canberra Glassworks information and /or Board, Employee, Artist or Contractor duties, status, power or authority in order to gain, or seek to gain, a benefit or advantage for that person or for any other person;
- Not accept any gift of more than \$200 in value in connection with their official Canberra Glassworks duties including hospitality from a third party, existing or potential customers or suppliers, that may result in a personal gain or benefit without approval from the General Manager or Chair;
- At all times behave in a way that upholds the integrity and good reputation of Canberra Glassworks and the stakeholders it represents;
- Report any actual or suspected unlawful and unethical behaviour;

- Observe and promote principles and laws relating to workplace health and safety and industrial democracy, and recognise and promote workplace diversity and disability objectives.