

## Code of Conduct

POLICY NUMBER

HR 1.5

POLICY GROUP

Human Resources - Introduction

RELATED POLICIES AND REFERENCES

[HR 1.3 Organisational Purpose](#)

[GTO 3.3 GTO Code of Conduct](#)

[PH&R 3.2 Personnel Hire Code of Conduct](#)

[Australian Apprenticeship Centre Code of Conduct](#)

[Employment Services Code of Practice](#)

[Registered Training Organisation Code of Conduct](#)

[GBP 2.2 Customer Service Charter](#)

---

## Background

Each of the Westvic Staffing Solutions business services areas are governed the following Code of Conduct which outlines the responsibilities and proper practices for both individual staff members and the organization as a whole.

- Group Training Code of Conduct
- Australian Apprenticeship Centre Code of Conduct
- Employment Services Code of Practice
- Registered Training Organisation Code of Conduct
- Personnel Hire and Recruitment Code of Conduct

In addition to the organisations Vision Mission and Values statements these codes of conduct are based on the principles of truth and honesty.

The codes of conduct guide the decisions, procedures and systems of the organization and the particular service being offered in a way that contributes to the welfare of our key stakeholders, and respects the rights of all clients affected by our operations.

All employees are required to become familiar with and understand, and act in accordance with the principles of the organisational values and of the particular code of conduct that cover the service area they are engage in.

The Codes of conduct are contained in each operational service areas policy and procedure manual.