

1. PURPOSE

The Code of Conduct applies to the members of the AIMS Council, all staff, AIMS visitors, external contractors visiting or working on AIMS properties and any other parties that have entered into arrangements with AIMS to participate in AIMS activities.

The Code establishes guidelines for the standards of conduct that people working together at AIMS are required to comply with. The Code will apply at all times when parties to the Code are performing official business, including when representing AIMS at business functions, work-related social events and when travelling, including overseas travel. It forms part of the terms and conditions of employment for all AIMS staff. Failure to apply the standards set out in the Code will result in disciplinary action and may amount to a breach of the Contract of Employment.

The Code draws from and provides reference to the [AIMS Act 1972](#) and its amendments, associated legislation, AIMS' Policies and Procedures, AIMS Enterprise Agreement 2020-2023 and other related documentation.

The Code is not an exhaustive document. Further assistance in relation to appropriate conduct and responsibilities can be sought from managers, supervisors, or Human Resource Services.

2. FUNCTIONS AND GOALS OF AIMS

The functions of AIMS are detailed in section 9 of the *AIMS Act 1972*. In light of these functions, AIMS has developed [Mission, Vision and Values](#) statements, that more fully describe AIMS' purpose, aspirations and values. Staff are required to work towards and uphold these over-arching statements of purpose and intent. In addition, strategic directions are documented in the AIMS Strategy 2025. The AIMS Corporate Plan, updated annually, aligns AIMS' outputs with stakeholder needs.

3. STANDARD OF CONDUCT AND RESPONSIBILITIES

It is the responsibility of the parties to this Code to:

- Observe the highest standards of ethics and integrity;
- Represent AIMS publicly in an apolitical and professional capacity by providing information and advice that is frank, honest, timely and based on the best available evidence
- Present and behave at all times in a manner that maintains or enhances the reputation of AIMS;
- Provide a working environment that is safe, challenging, stimulating and rewarding;
- Provide fair and consistent feedback to others, where appropriate;
- Comply with any lawful and reasonable direction, whether of individual or general application, given by persons who are authorised to give such a direction;
- Comply with AIMS' Policies and Procedures and with oral and written directions concerning the satisfactory performance of duties, having regard to personal skills, experience and qualifications for each position;
- Never in the performance of duties provide false or misleading information in response to a request for information;
- Not act illegally, and be aware that acting under the direction of AIMS or simply complying

with AIMS' Policy is not a justification for an illegal act;

- Not engage in any activity or be responsible for any act or omission which could be detrimental to AIMS' interests;
- Observe and comply with relevant Local, State, Territory and Commonwealth law, any enactments, regulations, determinations, awards, agreements and internal instructions which apply to the satisfactory performance of duties and responsibilities; Discharge with the highest degree of skill, care, diligence, efficiency and impartiality the duties and responsibilities required to be performed;
- Avoid waste or extravagance in the use of AIMS' resources;
- Not remove AIMS property from the premises or use property for personal use without obtaining prior consent;
- Not incur any liability or enter into any contract on behalf of AIMS or alter the terms or conditions of any approved contract, unless duly authorised;
- Not be absent from duties during ordinary hours of attendance, unless previously authorised or where other cause that was not reasonably foreseeable can be shown.

3.1 Health & Safety

AIMS has a duty to staff and all people entering the premises to provide a safe workplace and working environment. Similarly, staff have a duty to work in a safe manner and to further develop and implement safe working practices. Both AIMS and its staff must continually review their health and safety practices so that safer workplaces and the prevention of illness or injury can be maintained to the highest standard possible. All staff must observe the Health and Safety Policy and uphold its principles.

3.2 Organisational Improvement

AIMS' is committed to Organisational Improvement to deliver increased efficiency and effectiveness. Staff are expected to apply innovation and creativity on a continuing basis to help improve organisational systems and processes.

3.3 Fair Treatment of People

Staff have an obligation to treat all people fairly, and a right to be fairly treated themselves. This includes people who are internal to the organisation such as other staff, visitors, and contractors and external people such as service providers and the media. Staff must treat others with courtesy, respect, dignity, fairness and equity and have concern for their rights, freedoms and individual needs. A high standard of behaviour towards others is expected and AIMS has a set of Values in relation to the way staff are expected to behave towards others. These Values were developed in consultation with staff. Staff are required to uphold, promote and adhere to these Values.

AIMS values, recognises and encourages diversity in the workplace. All staff must become familiar with the Workforce Diversity Policy and uphold its principles.

All staff have the right to a workplace free from discrimination, harassment and bullying. AIMS considers workplace harassment, including discrimination and sexual harassment and workplace bullying unacceptable and will not tolerate it under any circumstance. AIMS has developed a Workplace Bullying, Discrimination, Harassment and Vilification Policy and Procedure. All staff must observe this Policy and Procedure and ensure the workplace is free from bullying, discrimination, harassment and vilification.

3.4 Intellectual Property and Confidential Information

The AIMS Act states that all intellectual property generated by staff in the course of official duties is the property of AIMS and the Intellectual Property Policy sets down the principles that all staff must adhere to. It is AIMS' policy to optimise the social, environmental and economic benefits arising

from its most valuable asset, Intellectual Property. Intellectual Property must be managed responsibly, preserved, enhanced and optimised for the benefit of AIMS and its stakeholders. All staff are required, on commencement, to sign and uphold the requirements of the Deed of Confidentiality and Intellectual Property. Staff must observe confidentiality of any information concerning AIMS, its stakeholders, or its suppliers, which they may gain or may have gained during their employment.

3.5 Disclosure of Official Information

It is a requirement that AIMS staff will not, except in the course of official duty, or with the authority of the CEO, directly or indirectly;

- a) communicate information concerning the affairs of AIMS or any matter of which official knowledge has been gained; or
- b) disclose the contents of any official papers.

3.6 Contact with the Media

All media contacts must be in accordance with the guidelines outlined in the Media Policy and Procedure.

3.7 Privacy

In accordance with the provisions of the *Privacy Act 1988*, AIMS has developed a Privacy Policy that outlines how and why private information is obtained, used, maintained, stored and managed. All staff must abide by this policy and ensure that the privacy of information is maintained.

3.8 Conflict of Interest

Staff are required to guard against any possibility of a conflict of interest during their employment (whether real or apparent) by:

- Not undertaking any outside employment without the approval of the AIMS CEO;
- Not making improper use of:
 - a) inside information, or
 - b) the staff member's duties, status, power or authority,in order to gain, or seek to gain, a benefit or advantage for the staff member or for any other person;
- Ensuring that the involvement in any outside activity (including those involving sporting organisations, political associations, trade unions, conservation groups, etc.) does not involve the improper use of AIMS' information, property, funds, materials, facilities, time or the service of other AIMS staff;
- Ensuring that the involvement in any outside activity does not affect the proper performance of duties, conflict with AIMS' interests, or bring AIMS' into any disrepute;
- Declaring any conflict of interest when participating on external boards or committees;
- Declaring any conflict of interest when participating on internal panels e.g. recruitment and selection.

It is also a requirement that Staff do not solicit, or, as a general rule, accept, even indirectly, any gift, loan, unusual or expensive hospitality, concessional travel or other asset of significant monetary value that could put independence of judgement under pressure, or appear as a conflict of interest, or compromise the relationship with AIMS. Where the refusal of a gift or hospitality would cause offence, for example where a gift is offered by someone from a different cultural background, it should be accepted graciously and the matter referred to management. If any staff member is unsure of how to respond to any offer of a gift or hospitality, they should immediately discuss the matter with their supervisor or Human Resources.

3.9 Contribution to Social Discussion

Staff, as private citizens, are entitled to contribute to public discussion on community and societal issues. Staff who choose to contribute to such discussions are responsible for ensuring that any such comments, opinions or feedback given are understood by the receiving party to be representative of the staff member's own personal view and not that of AIMS or its stakeholders. Staff are to ensure that any personal views communicated do not create any perceived or actual conflict of interest with their duties at AIMS.

4. REFERENCES

AIMS Act 1972

AIMS' Enterprise Agreement (2020-2023)

AIMS' Mission, Vision and Values

AIMS' Health and Safety Policy

AIMS' Values AIMS' Workforce

Diversity Policy

AIMS' Workplace Bullying, Discrimination, Harassment and Vilification Policy and Procedure AIMS' Intellectual Property Policy

AIMS' Deed of Confidentiality and Intellectual Property

AIMS' Privacy Policy

The reference documents referred to above are available from the AIMS Intranet site, or access can be obtained by requesting a copy from Human Resources at human-resources@aims.gov.au.

I, _____ have read and understand the AIMS Code of Conduct and agree to abide by the terms and conditions contained therein.

Signature

Date

Signature of Witness