

WACC POLICY

# CODE OF CONDUCT (INTERNAL OFFICE)

*Issued by General Secretary*

2021

## **Employees / Consultants are required to:**

1. Be in sympathy with the aims and work of WACC as expressed in the Mission Statement.
2. Refrain from behaving in ways which could bring WACC ethos into disrepute.
3. Be punctual at their place of work.
4. Take care not to damage documents or equipment.
5. Remove equipment or other property belonging to WACC from WACC premises only with appropriate permission.
6. Limit personal telephone calls and other electronic communications during working hours to urgent matters, and to avoid such communications interfering with the work of the employee or others.
7. Advise the Manager of Administration of any changes in their personal circumstances, including:
  - a. Their address
  - b. Their telephone number
  - c. Person to be contacted in case of an emergency
  - d. Health conditions, in so far as these may be of assistance in rendering aid in case of emergency or limit the ability to undertake normal duties

## **Employees / Consultants are not permitted to:**

8. Be intoxicated or under the influence of marijuana or of illegal drugs whilst on WACC premises or while attending events on behalf of WACC.
9. Consume alcoholic beverages on WACC premises other than at organised social events or as otherwise permitted by the General Secretary.
10. Take illegal drugs on WACC premises.
11. Operate radios or any other form of entertainment device without prior permission, and when operating such a device with permission annoy or disturb others.
12. Display at their workstation any picture or other item that may be offensive or create an inappropriate impression.
13. Gamble, bet or run sweepstakes etc. on WACC premises without prior permission.
14. Make collections on WACC premises without prior permission.

**Employees / Consultants are expected to:**

15. Dress in a neat, business-like manner and be smartly groomed.