

Code of Ethics – Fast Facts

The Code of Ethics is the Code of Conduct for the purposes of the *Public Sector Act 2009* (SA). The Code applies to, and is binding on, all public sector employees, including all DECD employees employed under the *Children's Services Act*, the *Education Act* and the *Public Sector Act*, regardless of their employment level and status.

The Code of Ethics refers to Foundations for all public sector employees:

- Democracy
- Impartiality
- Accountability
- Diversity

VALUES

The Values for the South Australian Public Sector were revised following consultation during 2014. A full discussion around the values can be found at the [Office for the Public Sector website](#).

Service - We proudly serve the community and government of South Australia

Professionalism - We strive for excellence

Trust - We have confidence in the ability of others

Respect - We value every individual

Collaboration and Engagement - We create solutions together

Honesty and integrity - We act truthfully, consistently, and fairly

Courage and Tenacity - We never give up

Sustainability - We work to get the best results for current and future generations of South Australians

PROFESSIONAL CONDUCT STANDARDS

The Professional Conduct Standards within the Code are the disciplinary provisions for the purposes of the *Public Sector Act*.

Professional and courteous behaviour: Acting in a reputable manner; complying with lawful and reasonable direction, treating others with respect and courtesy; having appropriate reasons for absence; diligence in discharge of duties.

Public comment: Ensuring that you have the authority to speak in an official capacity; restricting

comment to factual information and professional advice and not expressing personal opinions in an official context; awareness of the various forms of communication public comment can take; ensuring you adhere to the guidelines when commenting in a private capacity.

Handling official information: Treating information confidentially; not disclosing official information unless authorised; not using or seeking to use official information for personal benefit or gain; maintaining the integrity and security of information; and ensuring the privacy of individuals.

Use of government and public resources: Using work resources and equipment appropriately and efficiently; understanding that resources include physical, technological, financial and intellectual property; recognised that DECD retains ownership of such resources.

Conflicts of interest: Acting impartially and without prejudice; recognising that conflict of interest can be actual or potential; ensuring personal or financial interests do not influence or interfere in your role; disclosing, in writing, any actual or potential conflicts of interest.

Outside employment: As a DECD employee, not engaging in other employment that conflicts with or affects your performance; recognising the need for written permission to be employed outside DECD; obtaining permission for volunteer work if a potential conflict exists; on leaving DECD, avoiding situations of unfair advantage to a new employer.

Acceptance of gifts and benefits: Maintaining impartiality and avoiding undue influence; not seeking or accepting gifts or benefits; understanding that non-pecuniary gifts may be accepted; complying with DECD policies in regard to accepting/declaring or recording of all gifts and benefits of any kind.

Criminal offences: Advising your manager at the earliest opportunity if charged with a criminal offence; complying with all relevant legislation relevant to your role/performance.

Reporting unethical behaviour: Complying with the expectations of DECD in the performance of your duties; reporting unethical behaviour falling within guidelines; being aware of rights and responsibilities of employees under the *Whistleblowers Protection Act 1993* and *Independent Commissioner Against Corruption Act 2012*.

Employees are obligated to actively cooperate with any investigation into the suspected or alleged conduct of another employee that if proven would amount to misconduct.

Further information is available at the DECD Intranet [Employee Conduct](#) page.