

Code of Conduct



Australian Association of Graduate Employers Limited

(ACN 003 547 680)

Code of Conduct

Australian Association of Graduate Employers Ltd

Policy Name: Code of Conduct

Policy Description:

This Code contains the principles prescribed and approved by the AAGE Board of Directors to guide the practices of the organisation's team in ensuring the achievement of objectives and the provision of a safe and happy environment for all.

The Code is underpinned by the values, policies, procedures and the Constitution of the AAGE.

AAGE Values

Integrity - We are honest with each other and take accountability for our decisions and actions.

Respect - We treat each other with respect and follow agreed policies and processes.

Conscientious - We use resources wisely and make decisions for the benefit of AAGE members. We put our 'hands up' to get things done.

Community - We work together in a non-competitive environment where collaboration, sharing and adding value to the industry is the key to success.

Applies to:

This Code of Conduct applies to all members of the AAGE team in relation to the execution of their roles and their participation in organisational events and all AAGE participants involved in any AAGE events.

Definitions

AAGE team	AAGE's Directors, CEO, employees and committee members, whether their role is paid or voluntary.
AAGE participant	Any person or organisation involved in an AAGE event and includes AAGE personnel, delegates, invited guests, exhibitors, sponsors, speakers and presenters.
AAGE event	Any event managed by AAGE and includes conferences, workshops, presentations, networking, career fairs and forums.
Exhibitor/sponsor	Any person or company that has a sponsorship agreement with AAGE.
Harassment	Includes but is not limited to intimidating or unsolicited behaviour (in person and online) including intimidation, stalking, following, unauthorised photography or recording, disruption of presentations, inappropriate physical contact and unwelcome attention.

Relevant policy statements and/or principles

The AAGE Code of Conduct encompasses:

Review date: 1 February 2024

1. Personal behaviour

- act ethically, with honesty and integrity
- take individual responsibility to contribute actively
- treat others with dignity, respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare
- not harass, bully or discriminate and contribute to a harmonious, safe and productive environment
- make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures
- not make improper use of our position to gain advantage for ourselves or for any other person
- raise concerns or refer issues to AAGE personnel so that appropriate action can be taken
- seek prior permission to take photographs or recordings of individuals or groups
- **exhibitors/sponsors** shall not make misleading, deceptive or false statements about their personnel or their firm's professional qualification, experience or performance
- **exhibitors/sponsors** shall not take literature, samples or gifts from other exhibitors/sponsors without permission
- **exhibitors/sponsors** shall not schedule functions at times that conflict with approved sponsor events at the annual AAGE conference
- **exhibitors/sponsors** shall not solicit business in front of exhibit spaces not their own or entice participants from other exhibit spaces while engaged with another exhibitor/sponsor.

2. Communication and official information

- not make unauthorised public statements regarding the AAGE
- respect the confidentiality and privacy of all information as it pertains to individuals
- support, adhere to and not contradict the formal decisions of AAGE personnel
- **AAGE personnel** are not to disclose official information or documents acquired other than as required by law or where agreed by decision of the Board
- **AAGE personnel** to record actions and reasons for decisions to ensure transparency
- **AAGE personnel** to ensure the secure storage of sensitive and confidential information
- **exhibitors/sponsors** to adhere to official requests for information from AAGE personnel and respond in the required timeframe.

3. Use of AAGE resources

- **AAGE personnel** will act in a financially responsible manner, applying due diligence to the scrutiny of financial reports, audit reports and other financial material
- **AAGE personnel** will ensure the appropriate and efficient use of AAGE resources, including finances, property, equipment and systems, volunteer time, corporate credit cards etc.

4. Safe environment

- provide a safe environment for all regardless of ethnicity, religion, disability, physical appearance, gender or sexual orientation
- harassment is not tolerated and will be managed appropriately by AAGE personnel
- physical spaces are fit for purpose and safety of AAGE participants is paramount
- participants will wear name badges at all times

- **AAGE personnel** to ensure participants are aware that photographs and video recordings made by AAGE could be used for informational or promotional purposes
- **exhibitors/sponsors** will not enter another exhibitors display area uninvited
- **exhibitors/sponsors** will confine their activities to their allocated exhibit space and will not have loud music or distracting noises that may interfere with other exhibitors/sponsors.

5. Legal compliance and conflicts of interest

- comply with laws and AAGE's policies and frameworks
- meet obligations to report suspected wrongdoing, including conduct not consistent with this Code
- **AAGE personnel** to always make decisions and take actions that promote AAGE's business interest and reputation
- **AAGE personnel** to declare actual and perceived conflicts of interest and responsibly manage any conflicts that arise
- **AAGE personnel** to decline, or accept and declare, the receipt of any gifts, benefits and hospitality that is not of a token nature.

Procedure:

Code of Conduct Induction

All AAGE team members, Directors and Committee members will be inducted into the Code of Conduct and its requirements.

All AAGE participants will be notified of the Code of Conduct ahead of any AAGE event.

All AAGE members are provided the Code of Conduct in membership onboarding information

Breaches of the Code of Conduct

- actual or suspected breaches of this Code and AAGE's policies and frameworks will be reported to AAGE's CEO or Board of Directors as appropriate for further action
- the AAGE team understands that breaches will be dealt with under the applicable law, AAGE policy or AAGE contract
- the AAGE team will manage all matters referred with discretion and confidentiality.
- AAGE participants may escalate breaches of this code to AAGE personnel, taking into consideration the nature of the breach and the party/parties involved.
- the AAGE team may report incidents to the CEO or a Director of the Board.
- escalations should be factual and raised in a timely manner to ensure corrective action can be taken.

Code of Conduct Review and Revision

AAGE will undertake a review and potential revision of the Code of Conduct at least once every three years. A review working will be formed to undertake this task and to ensure consultation with and contribution by representatives of the organisation's team.