

Code of Conduct



Australian Association of Graduate Employers Limited

(ACN 003 547 680)

Code of Conduct

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About AAGE

The AAGE is an independent, not-for-profit body representing organisations that recruit and develop Australian graduates. The AAGE is managed by a small number of employees and industry-based volunteers.

Scope

This Code of Conduct (the Code) applies to all AAGE participants at AAGE events. The Code also applies to AAGE personnel in relation to the execution of their AAGE roles (either paid or voluntary).

Definitions

- AAGE participant – means any person or organisation involved in an AAGE event and includes: AAGE personnel, delegates, invited guests, exhibitors, sponsors, speakers & presenters.
- AAGE personnel – means AAGE's CEO, directors, employees and committee members.
- Event – means any event managed by the AAGE and includes: conferences, workshops, presentations, networking, career fairs, forums.
- Exhibitor/sponsor – means any person or company that have a sponsorship agreement with AAGE.
- Harassment – means intimidating or unsolicited behaviour (in person and online) and includes: intimidation, stalking, following, unauthorised photography or recording, disruption of presentations, inappropriate physical contact and unwelcome attention.

How this Code works

The Code contains the principles prescribed and approved by the AAGE Board of Directors. The Code ensures that we all understand our responsibilities to provide a safe and happy environment for all. It covers the way we act and how we interact with each other and 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.

Review date: October 2018

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.

Code of Conduct Principles

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.

Breaches of the Code of Conduct

- report actual or suspected breaches of this Code and AAGE's policies and frameworks to AAGE's CEO or Board of Directors as appropriate for further action
- understand that breaches will be dealt with under the applicable law, AAGE policy or AAGE contract
- **AAGE personnel** to 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.
- **AAGE personnel** 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.

Review

- the Code will be reviewed every two years by the AAGE Board of Directors.

Approval

Approved by: AAGE Board of Directors

Date: 5 October 2016

Review date: October 2018