



# Ngroo Education Aboriginal Corporation

ICN: 9919

## Code of Conduct Policy

Ngroo recognises that all persons associated with Ngroo are our most asset. We recognise our employees who demonstrate an excellent work ethic and outstanding diligence in performing their duties.

### To continue the success of our corporation each person is required to comply with following:

- If you are not well, you must notify your direct supervisor by phone as soon as possible, if they do not answer, its up to the employee to leave a message.
- Record attendance and/or leave when completing your timesheet.
- Employees will not use their personal mobile phone during work hours, if you need to use your personal mobile and/or take calls you **must** speak to your direct supervisor regarding this.
- You must not engage in activities to distract other employees from their work duties.
- Employees of Ngroo Education Aboriginal Corporation will not wear their work uniform when attending an alcohol premises and/or when purchasing alcohol.
- Employees must not smoke and/or vape on the premises and/or of the school grounds of which our office is located.
- You must always attend work dressed in a professional dress standard with no holes and/or offensive words on your clothing.
- It's expected that all employees always wear enclosed shoes during work hours.
- It's our expectation that all employees of Ngroo Education will always conduct in a professional manner during rostered work hours, when attending community events and/or any event after your rostered work hours.
- Follow any directions that are given from the Executive Director and/or Management Team
- All employees will not partake in illegal drugs and/or alcohol in the workplace or during your rostered work hours.
- Report any injuries or potential hazards as soon as possible to Ngroo Education's Management team.
- Employees will not use any swearing and/or any inappropriate language at the workplace and/or out in the community when attending events.
- Treat all persons associated with Ngroo Education with courtesy and respect.
- Understand and follow all policy & procedures.
- You must provide and always have a current paid employee working with children check, it's the employee's responsibility to make sure this is kept up to date during your employment.
- You must provide a current drivers licence and it's up to the employee to let the Management know if this changes at any time.
- You must always abide by the NSW road rules while driving any work vehicles and/or when transporting clients.