

Code of Conduct

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CEO: _____
(signature)

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**Policy Author and
Contact person for more information:**
Manager, People and Culture

Code of Conduct



Revision History

Date	Version	Reviewed by	Changes made
2017	V1	Manager, People and Culture	Created
2019	V2	Manager, People & Culture	Content added and reviewed
2022	V3	Manager, People & Culture	reviewed

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Code of Conduct



1. Introduction

The Code of Conduct (the “Code”) is based on the commonsense approach to help you make decisions in line with the Institute’s values and requirements. It outlines the behaviours expected of all of the Institute’s “Members” (including all full-time, part-time and casual employees; coaches, Board members and Fee for Service contractors) and challenges you to reflect on your behaviour. If you are uncertain about your behaviour or have a conflict of interest, please discuss with your supervisor or the People & Culture team.

The NSWIS Code is to be read in conjunction with the Public Service Commission’s *Code of Ethics and Conduct for NSW government sector employees* (PSC Code). Members must always comply with both the NSWIS Code as well as the PSC Code when acting in the course of, or in connection with, NSW government sector employment. For further information, please refer to the NSW Public Service Commission’s website.

This Policy should be read in conjunction with all other NSWIS Policies and Guidelines.

2. Responsible Behaviour

This Code of Conduct applies to all Members.

In accepting employment or a contract with NSWIS you must have read, understood and agreed to abide by the Code.

You must also:

Engage in personal and professional conduct that upholds the reputation of NSWIS;

- Apply the Institute’s policies and procedures
- Act ethically and responsibly
- Be accountable for your actions and decisions
- Not at any time before or after the commencement of employment be convicted of or charged with any serious offence involving violence, alcohol or drugs, or any sex offence, or any offence relating to betting or gambling activities on sport, or any offence which is punishable by imprisonment. If the member has breached this clause the Member must notify the CEO in writing within 24 hours
- Not at any time engage in conduct (whether publicly known or not and whether before or after commencing as a member), which has brought, brings or would have the tendency to bring the Member or NSWIS into disrepute or censure, or which is or would have the tendency to be inconsistent with, contrary to or prejudicial to the best interests, image and values of NSWIS, NSWIS’s sponsors and commercial partners, or the Member.

Where in this Code, a Member bound by this Code is required to do something, that Member shall be taken to have failed to comply with that provision if that Member:

- Fails to do the thing required; or
- Aids, abets, counsels or procures another Member or NSWIS Athlete to do, or attempt to do, the thing that is prohibited

If any Member bound by this Code reasonably suspects that a breach of the Code has occurred, it is the duty of that Member to report that suspected breach to the NSWIS Manager, People & Culture.

3. What happens if I breach the Code?

A breach of any of NSWIS policies and guidelines may be considered a breach of this Code.

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If you are a supervisor or manager, you have a responsibility to address a possible breach of the Code by a Member as soon as you become aware of it by notifying the Manager, People & Culture. Each case should be determined on the facts and circumstances when deciding on the appropriate action to take, including the reporting of a serious matter.

Other Members, who are not supervisors or managers, must also report possible breaches to the Manager, People & Culture.

Any potential breaches of the Code will be reported to the Director, Corporate and Communications and Chief Executive Officer.

Procedural fairness requires a decision-maker to:

- Inform the alleged individual (person that has breached the Code) of the allegations made
- Provide an opportunity for a considered response
- To be objective.

Consequences for breaches of the Code need to take into consideration:

- The seriousness of the breach
- The likelihood of the breach occurring again
- Whether it is a repeat offence
- The risk and ramifications of the breach

Consequences can range from management/administrative action, such as withdrawal of delegated authority to disciplinary action from a caution, formal written warning, demotion to dismissal. All actions will be reviewed by the Manager, People and Culture prior to ensure consistency and approved by the relevant executive member. A formal written warning, demotion or dismissal must be approved and provided in writing to the Member by the NSWIS CEO.

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4. Values

NSWIS is committed to building our culture by living our core values of leadership, integrity, excellence, passion and teamwork. We believe that developing a great culture is everyone's responsibility – there are no spectators.

Value	Behaviour
Leadership	We: <ul style="list-style-type: none">• ensure athletes are at the forefront of every decision we make• take responsibility for our decisions and actions• focus on efficient and effective use of resources• approach our roles with clarity and confidence
Integrity	We: <ul style="list-style-type: none">• aspire to always do what is right• take a zero-tolerance approach to unethical behaviour• keep our people and our visitors safe
Excellence	We: <ul style="list-style-type: none">• take pride in our work, we never settle, and we look to the future• earn trust by delivering the highest standards of service delivery• make the complex simple and be innovative in our approach• have a genuine belief in our brand and our ability to deliver results• achieve results and celebrate our success
Passion	We: <ul style="list-style-type: none">• are always learning and growing and we strive to be better at what we do, every day• are unwavering in our pursuit to provide world class services to athletes• challenge the status quo and find a way to do things better
Teamwork	We: <ul style="list-style-type: none">• welcome people from all walks of life to our organisation to work and/or participate in elite sport• care about the wellbeing and development of our people• collaborate to achieve results and overcome challenges and trust each other to deliver

5. Comply with health safety and wellbeing requirements

Members must, whilst at work, take care for their own health safety and wellbeing, and the health and safety and wellbeing of other people in the workplace and daily training environments.

Members must seek to understand and follow all NSWIS health safety & wellbeing policies, guidelines and procedures.

Members must follow all reasonable directions of their supervisor/manager related to health safety and wellbeing and co-operate with their manager to resolve any health and safety issues. For further information on Health and safety please familiarise yourself with the NSWIS Health Safety and Wellbeing Policy.

6. Child Protection and Intervention

Working in elite sport, Members may come into regular contact with children. It is essential the community is confident we are committed to the protection and safety of all children in our care.

The Institute embeds child safety into leadership and culture and has measures in place to safeguard children that are aligned with Sport Integrity Australia's National Integrity Framework and the Office of the Children's Guardian Child Safe Standards.

All Members have a duty of care and should:

- Ensure children's safety, welfare and well-being are maintained
- Report any suspected cases of child abuse or neglect or cases where you believe a child is at risk of being abused or assaulted either to your supervisor or senior officer if it is in a work situation
- Be aware of how your own actions and behaviour may be perceived by others and ensure that your behaviour is professional and is in no way threatening to children
- For further information please refer to the Child Safe Policy.

Identified roles that are athlete facing and which is not incidental to their role are to provide a copy of their current Working with Children Check (WWCC) and ensure it remains valid. Should for any reason you are not able to obtain or have your WWCC revoked you are to notify the Manager, People and Culture immediately.

7. Reporting Inappropriate Behaviour

The reputation of both the Institute and you as an individual depends on your personal conduct and willingness to act against inappropriate behaviour.

It is expected that you will immediately report any instance of inappropriate behaviour committed by any other Member that you observe or are made aware of.

Inappropriate behaviour is any action that breaches the principles of behaviour as outlined within this document.

Reporting inappropriate behaviour is encouraged, as the reputation of the Institute depends on us all being ethical and supporting the Institute's values. It is also important in the protection and safety of our Members and we have a zero tolerance approach to serious misconduct.

To enhance the operations of the Institute, staff are encouraged to report suspected or corrupt conduct, maladministration, serious and substantial waste or unethical behaviour.

This may include the following:

- Duties carried out dishonestly or unfairly
- Any action or behaviour that has a detrimental effect on our public duty
- Any breach of public trust
- Misusing information or material obtained in the course of your duties.

All Members have rights and responsibilities in relation to confidentiality. Information about a complaint should only be provided on a 'need to know' basis (e.g., EAP, union /association representative, manager, investigator – to whom confidentiality also applies) and should not be provided to third parties with no legitimate involvement in the process.

You will not be protected under the *Public Interest Disclosure Act 1994* if the disclosure is frivolous or petty, if it contradicts Government policy, if it is made in an attempt to avoid dismissal or disciplinary action, or if that Act otherwise limits the scope of protection.

8. Personal and Professional Behaviour

To maintain public confidence in the reputation and professionalism of the Institute, it is essential we exhibit the highest ethical and professional standards in carrying out our duties.

The public has high expectations of Government agencies and we must be seen to deliver these standards. The work of the Institute must be open to public scrutiny and be professional and fair.

We all have the responsibility to carry out duties diligently, impartially, conscientiously and to the best of our abilities.

- Be professional in the way you carry out duties and take personal pride in your work and presentation. The standard of your work and way you conduct yourself should always reflect favourably on you as an individual, as well as the Institute
- Be familiar with the Institute's values and Principles of Working, as these should guide your behaviour. Ensure that your behaviour reflects and supports these
- Maintain the integrity of the Institute by displaying the highest standards of honesty and avoiding any situation that could give rise to a conflict between your personal interest and public duty
- Follow all required NSW Government and Institute policies and procedures
- Take responsibility for the decisions you make and be prepared to account for your decisions and actions

9. Uses of Confidential Information

Many of us, in the course of our work, have access to confidential information, for example, personnel records such as AMS data, financial records, funding recommendations and so on. We are granted access to this information only to enable us to do our work.

The following guidelines must be followed when dealing with confidential information. Please also refer to the Intellectual Property Policy and the NSWIS Privacy Policy for more information.

General Guidelines

- You must not disclose any confidential information obtained whilst at work or during your engagement with NSWIS unless you have the approval of a senior manager or are required to do so by law
- Information is collected for a specific purpose, it must only be used for the intended purpose and must only be disclosed to people who need it, in accordance with any applicable Institute policies
- You must never use confidential information for your own private gain or purposes
- You have a responsibility to ensure confidential information in your care or for which you are accountable is kept secure and cannot be accessed by unauthorised people
- If an organisation requests information, it must prove the legitimacy of its inquiry and provide you with proof of identity
- If you are uncertain whether information is confidential or is public knowledge you should always treat it as confidential
- If you are uncertain whether to disclose information, you should discuss the matter with your supervisor

10. During and post separation employment

- Members must not misuse their current position with NSWIS and/or information they are able to access as a consequence of their employment to obtain or seek out opportunities for future employment.
- Members should not allow themselves or their work for NSWIS to be influenced by plans for, or offers of, employment outside NSWIS. If they do, there will be a conflict of interest between their current responsibilities to NSWIS and their personal interest. If this occurs, the staff member's integrity and the integrity of NSWIS will be compromised.
- Should a Member leave NSWIS, they must not use confidential NSWIS information or other confidential information they were exposed to during their employment which may lead to gain or profit until that information has become publicly available.
- Members must be careful in their dealings with former NSWIS Members to make sure that they do not give them, or appear to give them, favourable treatment or access to privileged information.
- Where applicable, Members must adhere to specific legislative restrictions and prohibitions contained within the NSWIS Employment Contract in their post separation employment.

11. Copyright and intellectual property

- NSWIS owns all intellectual property rights (including copyright) in material created by its Members in the course of their employment. Terms for contractors may differ according to contractual arrangements.
- Members must not use NSWIS's intellectual property (including copyright) for private purposes without obtaining prior written approval from either the Chief Executive Officer or Director Corporate and Communications.
- Members who cease employment with NSWIS are required to return all NSWIS documentation provided or obtained as part of their work. Intellectual property relating to staff members' work remains with NSWIS, unless there is written agreement from either the Chief Executive Officer or Director Corporate and Communications and this may require approval from the NSW Attorney-General.

12. Use of electronic communication and cyber security

- Members must exercise good judgement and behave ethically and professionally when using NSWIS's communication platforms.
- Strong cyber security is an important component of NSWIS operations. Cyber security covers all measures used to protect systems - and information processed, stored or communicated on these systems - from compromise of confidentiality, integrity and availability. The NSWIS Cyber Security Policy mandates a number of requirements that members must adhere to and implement.
- Members must never give another person their password(s) and must ensure that they have 'logged off' from their computer before leaving it unattended.
- NSWIS reserves the right to monitor and view any data stored or transmitted using NSWIS electronic communication platforms.

Members are required to be familiar with the following policies related to electronic communication and cyber security:

- Records Management Policy

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- Cyber Security Policy
- Privacy Policy

13. Conflicts of Interest

A conflict of interest is any situation that allows your personal interests to interfere with the performance of your duties. The community has a right to expect that, as Members of the Institute, we will perform our duties in a fair unbiased way, in the public's best interests, and that self-interest or personal gain will not affect us.

It is understood that you have interests that are personal to you, or someone close to you, and that sometimes these may conflict with your work responsibilities. Having these interests is not necessarily a problem; it is how they are dealt with that is important.

The following guidelines should be followed when presented with a conflict of interest.

- You should use integrity, judgment and common sense when faced with a conflict of interest. Each instance should be looked at individually.
- If you encounter a situation where you feel that other people may believe there is a conflict of interest, you must act.
- If you become aware of a potential conflict between your personal interest and/or views and your official duties, you must bring the matter to the attention of your supervisor. The most appropriate course of action can then be determined.

A range of options are available for resolving a conflict depending on the significance of the situation. These options include:

- Noting down the details of the disclosure, at a local level, and then taking no further action. This would be in cases where the potential for conflict is minimal or can be eliminated by disclosure or effective supervision.
- Allowing you to have limited involvement in the problematic situation. For example, providing support to a tender process but not having any power to select the tender.
- Completely removing yourself from the project. For example, removing yourself from a recruitment selection panel.
- Giving up your personal interest. For example, standing down from a state sporting organisation board.

14. Acceptance of Gifts and Benefits

There may be times when you are offered a gift in appreciation for your work. In most cases such offers would be genuine expressions of gratitude and thanks. However, you should think carefully before accepting a gift, and consider how accepting the gift could be perceived by others. This topic is covered in detail in our Gifts, Benefits and Hospitality Policy which can be found on Arena and should be read and understood.

If you are uncertain whether you should accept a gift you should always refer the matter to your supervisor.

15. Public Comment

Public comment includes public speaking, comments made to the media or in email and/or letters to newspapers, and expressing views on social media platforms, books, journals or notices where it could be reasonably expected that the comments will spread to the community at large.

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The following guidelines should be followed when making public comment. In conjunction with the below, please also read the NSWIS Crisis Communications Plan which can be found on Arena in the Policies, Procedures and Guidelines section.

General Principles

- Prior to making any public comment you should ensure that you have the approval of the Director, Corporate & Communications or the Manager, Marketing & Communications.
- There are some circumstances where you must not make public comment:
 - If it could be perceived by other people that you are expressing the view of the Institute without prior authorisation.
 - If your views could be perceived by other people as making you unable, or unwilling, to carry out your duties in line with your contract of employment or the Government of the day.
 - If the public comment is defamatory, brings the organisation or associated partners into disrepute, is libelous or inappropriate, or could be deemed as bullying and/or harassment.
 - If you are in breach of the NSWIS Social Media Guidelines.
 - When a situation has been declared a Crisis or Critical Incident by the CEO.

16. Use of social media:

This section should be read in conjunction with the NSWIS Social Media Guidelines available on Arena.

Social media refers to a range of online platforms and applications – such as social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards – that allow people to easily publish, share and discuss content. This includes any NSWIS enterprise social media platforms, such as Microsoft Teams.

What you should do;

- Act responsibly and ethically
- Consider the confidentiality and appropriateness of information shared
- Consider the partnerships NSWIS has with other organisations such as program partners, sponsors and providers
- Honour our differences: NSWIS has a zero tolerance for discrimination.
- Protect yourself: Be careful about what personal information you share online and understand that there are consequences for your actions.
- Understand that you are an employee of the NSW Government and Members must not refer to their position when expressing an opinion or participating in public debate in a private capacity. Any comments made must not be seen to represent NSWIS or the NSW Government or to compromise the Member's ability to serve the Government of the day in a politically neutral manner.

What you should never do

- Post or link to defamatory, unlawful, inappropriate, bullying or harassing content
- Publish information that is confidential

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- Bring NSWIS, the sports that it supports, NSWIS's associated partners or yourself into disrepute or censure, or do anything which would have the tendency to be contrary to or prejudicial to the best interests, image or values of NSWIS, the sports that NSWIS supports, or NSWIS's associated partners
- Correspond with NSWIS Child Athletes for matters outside of work purposes on social media.
- Post images of NSWIS Child Athletes or minors on social media without written consent from a parent, guardian.

Members should be mindful that laws relating to employment continue to apply outside the workplace and that any comment made on a social networking site that refers to the NSWIS, a client or a fellow Member or any work related activities may be in breach of the NSWIS policy, legislation or privacy provisions.

In some cases, social media interactions may be evidence for legal or investigation purposes.

17. Security

Members must take all necessary and appropriate steps to maintain the security of all NSWIS property, premises, equipment, financial or credit cards, IT, NSWIS accounts, NSWIS information, any keys or access cards that they have been issued and their password or personal identification number.

To help ensure that proper security is maintained, staff:

- must only use NSWIS premises for work related purposes, or authorised purposes (for example study)
- must only access NSWIS premises outside ordinary working hours if their manager or Supervisor has provided authorisation
- must exercise discretion in relation to bringing guests into NSWIS premises
- must ensure that all guests of staff are always accompanied and supervised by a member of staff
- must ensure their computer password is secure and is not provided to any other person
- must connect computer devices to the NSWIS GlobalProtect VPN when using public Wi-Fi hotspots

The use of IT equipment, regardless of ownership, outside NSWIS for the purpose of official business is subject to the following:

- personal computers should not be used in the office or at home for business activities if up-to-date Internet Security controls are not in place
- when travelling, equipment, software, external hard drives, USBs, files and the like should not be left unattended in public places and portable computers should be carried as hand luggage
- when travelling, laptops should be provided with an appropriate form of access protection, e.g., passwords or encryption

Staff must familiarise themselves with any security procedures followed in the NSWIS including, but not limited to, Cyber Security Policy, Information Security Policy, Mobile Devices Policy, Access Control Policy, Emergency and Fire procedures.

18. Drugs and alcohol

Members are responsible for ensuring they do not, by the consumption of alcohol or other drugs, endanger their own safety or the safety of any other person, including staff, athletes or contractors, in the workplace.

Alcohol and other drugs include, alcohol-based products, illegal drugs, and medically prescribed and non-prescribed substances, which adversely affect the staff member's work performance or conduct.

If a Member uses NSWIS equipment or drives an NSWIS vehicle, they may not operate the equipment or transportation means if they are under the influence of alcohol or other drugs.

Members must not attend work or conduct business on behalf of NSWIS if they are under the influence of alcohol or other drugs that are likely to adversely affect their ability to do their job or may pose a risk to themselves, their colleagues or members of the public.

Any Member with a drug or alcohol dependency is encouraged to seek assistance through NSWIS's Employee Assistance Program.

19. Signatures

Members are accountable for any documents they sign and must therefore carefully read all documents before they sign. Members:

- must not sign a document which they know is not true and correct
- must only sign their own name
- must never permit or encourage anyone to sign a name other than their own
- must use their own name e.g., when sending emails and not give the impression they have the authority of another person without their permission
- managers must not encourage or coerce their staff to sign a document with which the staff member is not satisfied
- must ensure that prior to signing documents as an authorised representative of NSWIS that it is within their delegation outlined within the NSWIS Delegation Manual.

20. Bullying and Harassment

NSWIS has a comprehensive policy on Bullying and Harassment and must be read in conjunction with this Code.

NSWIS has zero tolerance to any form of bullying and harassment and will investigate any breaches of its policy to ensure employees are adhering to the behaviour standard at NSWIS.

21. Dress and appearance

Member dress and appearance needs to be appropriate to their duties and the people they are dealing with. Members should behave in a way that upholds the reputation of NSWIS and our professionalism means our appearance and dress should reflect pride in NSWIS and respect for those we work and deal with, particularly the public. What this means in practice for our staff:

- maintain a clean, neat and tidy appearance

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- it is not appropriate to wear clothing that is dirty or unkempt
- complies with workplace health and safety requirements (e.g., some roles require appropriate shoes, protective clothing, safety glasses and sun-safe attire when outdoors)
- dress to a standard appropriate to the duties performed, for example:
- clothing must not contain or display political material or slogans that clients and colleagues may find offensive, or that compromises the apolitical nature of NSWIS
- wear NSWIS provided uniform including the shoes as appropriate for your role

No dress code can cover all contingencies, so staff are expected to apply good judgement in their choice of clothing to wear to work. If a Member is uncertain about what is acceptable, they should talk to their supervisor.

22. Use of Public Resources

Working within the government framework and therefore utilising public funds, you have a responsibility to ensure that all resources are used efficiently and economically.

It is essential that public resources are used properly, and any possible negative perceptions the public may have of our behaviour must be considered.

Public resources are any items paid for by the Institute and include the following, but this should not be seen as an exhaustive list:

- Office equipment including computers, email, phones, faxes, photocopiers, stores items, stationery, furniture, sporting equipment etc.
- Institute motor vehicles
- Budgets, travel expenses, petty cash, cab charge and ride share services
- Your paid time at work

You have the responsibility to care for and maintain resources in your charge or which you are accountable.

Generally, resources should only be used for work purposes, and you should not use work time or work resources for private purposes. There are some exceptions to this as it is recognized that you may need to contact someone during working hours. In recognition of balancing work and external commitments and unless otherwise directed you may:

- May use an Institute's computer for private purposes provided it is in your own time and has been approved in accordance with NSWIS IT Policies. You should use the internet for work purposes and limit your access of sites and facilities that are not relevant to the work you do, to breaks and outside of work hours
- Use general Institute equipment and facilities for private purposes provided it is not at the expense of public or client use, in your own time and has the support of your supervisor

If these private use guidelines are abused, they may be taken away.

23. Secondary Employment

To be able to deliver high levels of performance we must treat our work with NSWIS as our main work priority.

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If you wish to undertake secondary employment you must first gain approval, in writing, from the CEO. When considering secondary employment, the following should be considered.

- Your employment at the Institute should take priority
- You must avoid situations that give rise to, or could be seen to give rise to, a conflict of interest between your role with the Institute and the private interest
- You must not use your position with the Institute to solicit work for a private enterprise

As a rule, provided the following conditions are met, you will be given permission to undertake outside employment where:

- There is no actual or perceived conflict of interest
- The employment does not affect your ability to carry out your duties with the Institute
- The outside employment is carried out in your own time using your own facilities and resources

It is your responsibility to seek approval from the CEO if you are considering undertaking outside employment. If you work without approval, you could face disciplinary action.

24. Political and Community Participation

We have a public duty to perform our duties in a fair and unbiased way and to provide a service that is impartial and serves the Government of the day in a politically neutral manner.

The following guidelines should be followed in relation to political or community participation. As such, you should:

- Ensure that your participation in any political or community matter does not conflict, or could reasonably be perceived to conflict, with your professional responsibilities. This may include being a member of a political party, sitting on a board of an organisation and so on.
- Be aware of the potential for a conflict of interest and ensure that political or community activities are kept quite separate from your employment with the Institute.
- Immediately notify your supervisor if you become aware that a potential conflict has arisen. The most appropriate course of action can then be determined.

It's always better to disclose a potential conflict. It is confidential and can do no harm, whereas a great deal of damage can be done if it is not disclosed.

Depending on the significance of the conflict, it may be most appropriate for you to stop participating in the activity or withdraw from areas of your duties giving rise to the conflict of interest.

25. Anti-Doping

NSWIS has adopted an Anti-Doping Policy that has been approved by Sport integrity Australia (SIA).

The NSWIS Anti-Doping Policy applies to both NSWIS scholarship holders and "Athlete Support Personnel". The term "Athlete Support Personnel" is defined in the NSWIS Anti-Doping Policy as follows:

"... **Athlete Support Personnel** means any coach, trainer, manager, agent, team staff, official, medical, paramedical personnel, parent or any other *Person* working with, treating or assisting an *Athlete* participating in or preparing for sports *Competition*"

The broadness of this definition means that most NSWIS employees will be considered "Athlete Support Personnel" for the purposes of the NSWIS Anti-Doping Policy.

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Your Responsibilities

It is your responsibility to familiarise yourself with and always act strictly in accordance with the NSWIS Anti-Doping Policy currently in force and as amended from time to time.

Violations of the NSWIS Anti-Doping Policy are considered a breach of the Code and will be dealt with under section three of this Code.

26. Conduct whilst off duty

As Members of a public sector organisation we must, even when off duty, act in accordance with the law and the content of this Code. Members must ensure that they do not bring discredit to themselves as private citizens or to NSWIS, and they model exemplary behaviour and act as a positive influence in the community.

Members should be aware, unlawful or unprofessional conduct, even in a private capacity, may damage, or have potential to damage, the reputation of NSWIS and, therefore, may constitute misconduct and attract action by NSWIS in accordance with section 69(4) of the *Government Sector Employment Act 2013*.

Section 69(1) of the [Government Sector Employment Act 2013](#) provides action can be taken for misconduct which occurs when a staff member is off duty or before his or her employment.

27. Mandatory Training

NSWIS conducts training via a variety of means including, but not limited to, face to face, e-learning and on the job training.

All Members are required to successfully complete mandatory training. Staff that are not compliant with these requirements will be in breach of the Code and may face disciplinary action.

Mandatory training requirements will be identified on Arena and will be communicated to staff.

28. Mandatory Accreditations

Members will maintain the mandatory accreditations outlined in their role description. Where this requires time to attend certain development to accumulate necessary CPD points the Member will seek permission through the utilisation of the professional development application process.

29. Staff Acknowledgement

Members are required to read and familiarise themselves with all applicable policies and procedures.

All Members are required to formally acknowledge that they have read, understood and agree to follow applicable policies and procedures through the completion of the employee onboarding program on The LearningHub and as notified from time to time when amendments have been made.

30. Privacy

All processes associated with this Code will be undertaken under the requirements of the NSWIS Privacy Policy.

The NSWIS Privacy Policy allows for the provision of information related to investigations to be shared with the relevant governing national sporting organisation if required.

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31. Further information

Enquiries in relation to this Code should be referred to the Manager, People and Culture in the first instance.