About the Code
What happens if I breach the Code?

As a departmental employee, you hold a position of trust and are accountable for your actions.

Consequences of inappropriate behaviour and breaches of this Code are described in the various employment legislation and regulations, and in the corresponding guidelines.

If you are a supervisor or manager, you have a responsibility to address a possible breach of the Code of Conduct by any employee as soon as you become aware of it. Each case should be determined on the facts and circumstances when deciding on the appropriate action to take, including reporting of serious matters and those where an employee has failed to follow a reasonable direction.

Other employees must also report possible breaches by colleagues to their supervisor or manager. If the possible breach is by their supervisor or manager then it should be reported to the next in line of management.

The options, to consider when deciding what action to take include:

- the seriousness of the breach
- the likelihood of the breach occurring again
- whether the officer has committed the breach more than once
- the risk the breach poses to employees, students or any others, and
- whether the breach would be serious enough to warrant formal disciplinary action.

Actions that may apply to proven (after investigation) breaches of the Code can include management or remedial action, or disciplinary action ranging from a caution and reprimand to dismissal from the Department.

The outcome of criminal proceedings against employees may be considered as possible breaches of the Code of Conduct and action, including disciplinary action, may be taken.

Procedural fairness requires a decision-maker to:

- inform you of the allegations made against you
- give you an opportunity to respond, and
- not have a personal interest in the outcome.
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