



The Group Training Association of NSW Inc

Code of Conduct NSW Group Training Association

This Code of Conduct is based on principles of truth and honesty and relates to the conduct of the Group Training Association of New South Wales and its Members.

Standards

This Code sets the standard for the Group Training Association and its members in maintaining ethical standards and in remaining responsive to the industrial development of the Australian community.

Conduct of Members

As members of the Group Training Association of NSW Inc members are committed to: -

- Maximising the employment, training and personal development of the Australian workforce;
- The development of uniform and equitable policy objectives, adequate resourcing and full cooperation between government, employers and those seeking skill training within Australian industry;
- Fostering the development and cooperation of all Group Training companies and displaying leadership and determination in the implementation of policy;
- Establishing an environment of mutual respect and cooperation between government, industry, Association members and the community in the pursuit of the Group Training industries objectives;
- Ensuring an efficient flow of communication between the Associations members and those with a legitimate interest in the operations of Group Training;
- At all times discharging allotted and accepted responsibilities with integrity and observing standards in accordance with good management practice;
- Establishing policies, pursuing objectives and fulfilling obligations in a manner consistent with the Code;

- Striving to promote, implement and monitor training programs relevant to industry and the community;
- Implementing relevant policy objectives as determined;
- Working with other members of Group Training Australia, its member organisations and their members in a spirit of mutual support and cooperation;
- Conducting themselves in such a manner as will not damage the business operations, nor injure the standing and reputation of Group Training Australia, its member organisations and their members;
- Referring to the Association all matters that have the potential to impact on other members.

Conduct of Managers and Staff

Managers and Staff will: -

- Ensure the effective and economic management of all available resources;
- Ensure the creation of an equitable, friendly, safe, healthy and satisfying work environment;
- Ensure the immediate and full disclosure of any personal interest;
- Participate in community activities, utilising available professional skills;
- Preserve and, where possible, improve the quality of life within the companies sphere of influence;
- Promote and develop understanding in the community of the role of Group Training Companies and their place within the business community;
- Encourage community acceptance of entry level training as a career option and supporting the concept of equal employment opportunity;
- Exclude all corrupt practices;
- Demonstrate integrity and compassion and avoid discriminatory practices;
- Have regard for the professional reputation and business of others;
- Not use authority of office for personal gain;
- Respect the confidentiality of information which comes to them in the course of their duty;
- Balance the interests of their employer with their own responsibilities and commitments;

- Engage in continued learning to improve managerial competence and pursue new ideas and advances in technology;
- Accept only such work as they believe they are competent to perform and obtain expert advice where necessary;
- Be conversant with the code of other institutes and associations, relevant to their responsibilities;
- Give objective opinions when called on to do so;
- Ensure that all contracts and terms of business are clear, concise and honoured in full, unless terminated or modified by mutual consent;
- Ensure that all communications are inclusive, informative, true and not misleading, respecting the moral standards and dignity of the individual.