

Ethics and Code of Conduct

Public sector ethics

The *Code of Conduct for the Queensland Public Service* (Code of Conduct) applies to all QFES personnel whether permanent, temporary, full-time, part-time or casual including volunteers, contractors and consultants or anyone who works with QFES in any capacity.

The Code of Conduct is based on the ethics, principles and their associated set of values prescribed in the *Public Sector Ethics Act 1994* (the Act). It also contains standards of conduct for each of the ethics principles:

- Integrity and impartiality
- Promoting the public good
- Commitment to the system of government
- Accountability and transparency.

Employees are required to undertake public sector ethics education and training upon commencement of their employment with the department. This training relates to the operation of the Act, the application of ethics principles and obligations to employees' daily work, and the contents of the Code of Conduct.

The QFES *Think. Say. Do.* awareness package, available to all personnel, promotes awareness of, and provides information about positive workplace behaviour. The package combines workplace behaviour and Code of Conduct awareness training into one, easy to follow interactive package. Modules include:

- Code of Conduct
- Ethical decision-making
- Positive workplace behaviours
- Complaint management and reporting
- Financial management
- Conflicts of interest
- Diversity and inclusion
- Social media.

To maintain currency, all staff and volunteers are required to complete *Think. Say. Do.* every three years.

As well as ensuring personnel are aware of their ethics related rights and obligations through targeted education and training, these principles are embedded in the department's strategic and organisational plans, personal achievement and development plans, policy instruments and procedures.

The QFES Gateway (staff intranet) contains information about the Code of Conduct, Ethics, and Probity and Conflicts of Interest. Links are also provided to external sites such as the *Public Interest Disclosure Act 2010* and *Public Sector Ethics Act 1994* as well as contact details for the QFES Relations and Standards Branch.