

**GPI: Employee Code of Conduct Policy**

Policy Number: GPI 008

Status:

Edition: 1

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Last Review:

Ratification Date: Jan 5<sup>th</sup> 2009

Next Review Date: April 5<sup>th</sup> 2009

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Signed: .....

For the Policy Review Committee

**Name: GPI Code of Conduct****Reference:**

*(Employment Law to be developed)*

**LAWS OF PITCAIRN, HENDERSON, DUCIE AND OENO ISLANDS**

*Revised Edition 2001*, CHAPTER XXVI, AN ORDINANCE TO ESTABLISH A CODE FOR ALCOHOL WITHIN THE ISLANDS, pages 402, 403 cap 26 section 3, paragraph 6, 7, 7.1, 7.2, 8, 9.

**Rationale:**

The code of conduct has been designed to assist employees in understanding their responsibilities and obligations by providing guidance in establishing the right work environment for high standards of behaviour and performance.

**Policy objectives:**

The purpose of the code of conduct is to ensure that all employees of the Government of Pitcairn Islands are aware of what is acceptable behaviour. If a breach of the Code occurs GPI may take disciplinary action and employees will be treated fairly and consistently.

**Definition:**

The term GPI employee excludes HMG employees.

**Principles:**

1. Employees will act with professionalism and integrity, and maintain high standards of courtesy, co-operation, reliability and safety.
2. Employees will perform their duties honestly, faithfully, diligently and efficiently.
3. Employees will respect the rights of colleagues and other persons without discrimination or harassment.
4. Employees will at all times refrain from any conduct that could bring GPI into disrepute.

**Misconduct:**

Any conduct in breach of the principles in the preceding paragraph may be regarded as misconduct and dealt with under the GPI Disciplinary Procedure.

The following are examples of misconduct, and other action or behaviour may also be regarded as misconduct.

1. Acting in a negligent or careless manner when carrying out duties.
2. Inefficiency or incompetence.
3. Lateness or lack of application to assigned duties.
4. Gambling on work premises.

5. Failure to observe safety or health rules.
6. Reporting for work in such a condition as to be unable to perform duties in a safe and proper manner.
7. Using obscene or threatening language.
8. Misuse or unauthorised use of equipment.
9. Failure to comply with GPI policies.
10. Breach of individual employment agreement.
11. Conduct that could be regarded as serious misconduct but dealt with as misconduct under the GPI Disciplinary Procedure.

**Serious misconduct:**

Any conduct in breach of the principles in the preceding paragraph may be regarded as serious misconduct and dealt with under the GPI Disciplinary Procedure.

The following are examples of serious misconduct, and other action or behaviour may also be regarded as serious misconduct.

1. Excessive absenteeism or unacceptable patterns of absenteeism.
2. Repeatedly failing to use timekeeping methods as directed.
3. Theft.
4. Fraud, embezzlement and other acts of dishonesty.
5. Reporting false or misleading information.
6. Falsifying documents or records for personal gain.
7. Soliciting or accepting kickbacks/gifts.
8. Consuming alcohol or any illegal substances during work or 12 hours prior to operating machinery and longboats.
9. Engaging in illegal conduct.
10. Abusive behaviour.
11. Disrupting the work environment.
12. Using position for personal gain.
13. Workplace Harassment.
14. Assault.
15. Breach of individual employment agreement.
16. Conduct that could be regarded as misconduct but so serious as to be dealt with as serious misconduct under the GPI Disciplinary Procedure.

This policy is approved by:

Date:

This policy will be effective as of:

Approved review date:

