



Code of Conduct for Employees, Volunteers and Contractors

May 2024

1. Scope

This Code of Conduct applies to ALIA employees, volunteers and contractors (hereafter referred to as “you”).

The Code of Conduct outlines the standards of behaviour required by you in the performance of your duties and functions. By consistently applying these standards of behaviour, you contribute to making a safe, respectful and productive workplace.

2. Purpose and Values

You are expected to behave in ways that are consistent with ALIA’s purpose and values. ALIA’s purpose is to promote a strong library and information services sector for a thriving democracy. ALIA’s core values are:

- a) Promotion of the free flow of information and ideas through open access to recorded knowledge, information, and creative works
- b) Delivery of authentic information and evidence-based practice supported by quality research
- c) Connection of people to ideas, knowledge creation and learning
- d) Dedication to fostering reading, information and digital literacies
- e) Respect for the diversity, individuality and equality of all
- f) Recognition of Aboriginal and Torres Strait Islander peoples as the first peoples of the land, and respect for Aboriginal and Torres Strait Islander knowledges, cultures and Country
- g) Adherence to information privacy principles
- h) Management, organisation and preservation of the human record
- i) Excellence, accountability, integrity and responsibility in service to our communities
- j) Commitment to maintaining currency of professional knowledge and practice
- k) Partnerships and collaborations to advance these values

3. Personal and professional behaviour

You agree to:

- a) act honestly and in good faith
- b) perform any duties in a conscientious manner exercising due care
- c) treat everyone with dignity, respect and courtesy, and without discrimination, bullying and harassment
- d) follow all lawful and reasonable directions given by ALIA when performing your duties
- e) only use email, phones, computers and social media in a responsible, ethical and legal manner in connection with your role.

4. Accountability

You agree to:

- a) work efficiently and economically, in terms of both time and ALIA's resources
- b) not use or disclose confidential information received in the course of your duties or in connection with your role unless that disclosure has been authorised by the organisation or the person from whom the information was received
- c) comply with all applicable ALIA's policies and Australian laws
- d) disclose and take reasonable steps to avoid any conflict of interest in connection with your role
- e) report possible instances of fraud, maladministration, misuse of ALIA resources, bullying or harassing behaviour to the ALIA CEO.

5. Safe working environment

You agree to:

- a) perform your duties in a safe and competent manner in accordance with relevant workplace health and safety legislation
- b) take care to not put yourself or others at risk or reduce their ability to carry out their duties through unsafe practices, inappropriate behaviours or the misuse of alcohol or drugs.
- c) take action in preventing, identifying and responding to workplace health and safety risks
- d) encourage a workplace culture that is free from discrimination, harrassment and bullying.

6. Policy Information

Approved by	ALIA Board
Approved Date	6 May 2024
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