

## ETHICAL

### Decision-making model

R	<b>RE</b> cognise a potential issue or problem <b>Recognise a potential issue.</b> What is the issue or problem with this behaviour? <b>Examine the situation.</b> Is there more than one obvious problem with this behaviour, or is there more I need to consider? What is the context of the situation?
E	<b>Find</b> relevant information <b>Find facts and gather evidence.</b> What does the Code of Conduct say? Do I need to find out more information?
F	<b>L</b> iaise and consult <b>Liaise and consult with peers and supervisors.</b> Should I talk to someone about this? What behaviour is expected of me? Has this been done before?
L	<b>E</b> valuate the options <b>Evaluate the options.</b> What is the best thing to do based on the information I've found? What are the risks? If someone finds out about my decision, what will they think?
E	<b>C</b> ome to a decision <b>Come to a decision.</b> Do I need to get permission to do what I want to do? Have I recorded my actions?
C	<b>T</b> ake time to reflect <b>Take time to reflect.</b> Am I happy with my decision? Would I do the same thing next time?
T	

Approved REFLECT Model - Australian Public Service Commission

### Where can I find out more?

Apart from reading the Code of Conduct and the Standard of Practice, we are encouraged to discuss issues with our manager or supervisor. We can also search for policies and procedures for guidance. Talk to a manager who has the relevant content expertise (eg. HR Manager or Finance Manager).

### Code of Conduct training

Preventive measures such as ethical decision making and Code of Conduct awareness training support the integrity of the Department and provide staff with a greater understanding of their ethics-related rights and obligations.

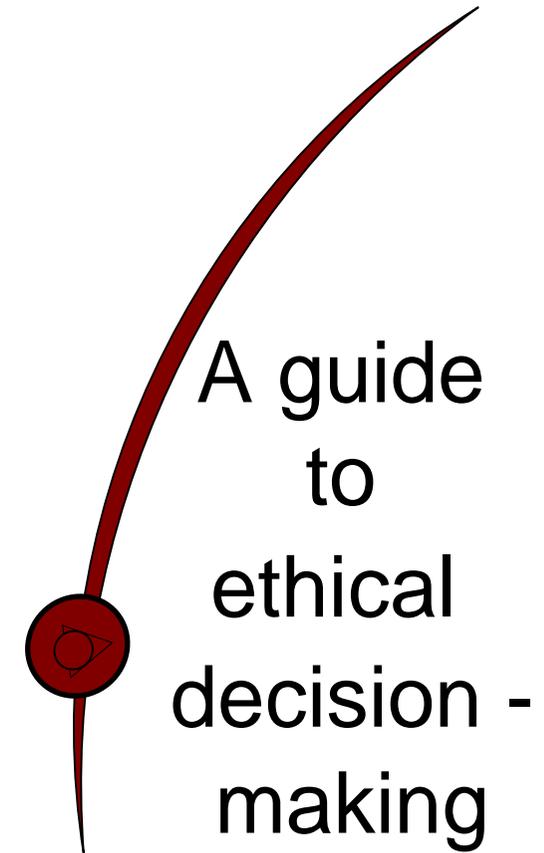
The Ethical Standards Unit provides a variety of ethics-related training initiatives. Visit our OnePortal web page or contact us via telephone for further information.

### Assistance and advice

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## What is the Code of Conduct?

The *Public Sector Ethics Act 1994* defines four ethics principles and the underlying values that support these principles. The Code of Conduct for the Queensland Public Service and Department's Standard of Practice outline these principles and values, to provide a clear understanding of the standards of conduct expected of public officials.

All employees are required to read the Code of Conduct and Standard of Practice and to develop an understanding of the ethical principles, values and standards of conduct that support our daily work within the Department.

As public officials, we are expected to maintain high personal integrity and to be accountable for our actions and decisions. Although the Code of Conduct and Standard of Practice do not detail courses of action for every likely work-related situation, they provide guidance to assist us when making ethical decisions during the course of our employment.

## What are the ethics principles in the Code of Conduct?

The application of ethics principles is essential to the integrity and accountability of the Department and fundamental to the ethical behaviour of public officials. Each principle is strengthened by a set of values which help describe the behaviour that will demonstrate each principle.

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

The Code expands on these principles and values by establishing standards for conduct that show how we can put the principles and values into practice.

## Does the Code of Conduct apply to me?

Yes. The Code applies to all employees of the Department, whether permanent, temporary or casual employees. If we exercise authority or control resources on behalf of the Department - even as a volunteer, agent, member of a board or committee, delegate or decision-maker - we need to be aware of the expectations of behaviour under the Code.

As public officials, we hold a special position of trust. The Code provides all of us with a framework to help guide us in how our work is performed, our professional standards and how we should conduct our relationship with others.

## When Does the Code of Conduct apply to me?

The Code applies at all times when performing our work duties. However, it is important to note that it can apply if our personal conduct is inappropriate or improper and reflects seriously and adversely on the public service.

As public officials - and perceived as such by the community - we have a responsibility to conduct ourselves in a manner that will not undermine public confidence in the integrity of the Department.

***DID YOU KNOW....***The Ethical Standards Unit homepage, the Code of Conduct and Standard of Practice can easily be accessed via "Quick Links" on the One Portal

## What are the risks for us if we don't apply the Code of Conduct for the Queensland Public Service when performing our duties?

The Department promotes an ethical culture across the organisation both in practice and when making decisions.

By applying the Code in the workplace we create a positive work environment for all employees and ensure a positive reputation with other government departments, organisations and the community.

Individual behaviour influences the look and feel of our organisation and our ability to achieve our goals.

If inappropriate behaviour does occur within the workplace we are asked to explain why.

If the behaviour is assessed as unacceptable we may be faced with a range of disciplinary actions.

Applying the Code minimises inappropriate behaviour and helps us to personally and professionally support the Department's values and goals.

## When making a decision ask yourself....

- 👉 Which of the four ethics principles apply?
- 👉 How would it look on the front page of the morning paper?
- 👉 Would you still take the same action if it was your business, money, time or equipment?