

# Code Of Conduct



*City Living Property Services is committed to providing a healthy and safe workplace with equal opportunities for all employees. The code of conduct exists to promote professionalism and excellence to ensure all staff are motivated 'to do the right thing' and feel safe and respected whilst at work.*

## **IN PERFORMING THEIR DUTIES OF EMPLOYMENT EMPLOYEES ARE EXPECTED TO OBSERVE THE FOLLOWING OBLIGATIONS:**

- Respect and uphold the good name of City Living Property Services;
- Treat other employees with fairness, courtesy, respect and without discrimination;
- Carry out their duties in a professional, responsible and diligent manner.
- Report any instances of bullying, harassment, discrimination or intimidation to Management
- Be familiar with and observe all policies and procedures of City Living Property Services;
- Observe and comply with all the laws of the State and Commonwealth;
- Avoid behaviour that could reasonably be perceived as harassment, intimidation, discrimination on any basis.

## **MANAGEMENT COMMITMENT**

- Provide a health and safe workplace by promoting a culture of respect and team work
- Provide equal opportunities for all employees
- Provide information, instruction and training on bullying and harassment awareness
- Investigate cases of bullying, harassment, discrimination or intimidation and where required pursue disciplinary action.

This Policy applies to all operations where City Living Property Services is undertaking work and covers all our activities and services.

**Nigel Bainger**  
Director, City Living Property Services