

Code of Conduct for small business

Establishing a code of conduct for business is a useful approach to creating mutually respectful relationships between workers and clients. A code of conduct is a set of standards or rules that are set by the business to establish a clear understanding of the behaviour and performance expected by an employee, manager, and business owner. The code of conduct is best when designed with a style and structure that suits your business. Where possible, seek and obtain feedback from employees during the development process.

Everyone entering into the business should be educated about the code of conduct and asked to sign confirmation that the details are understood. This ensures that everyone has the same expectation of how to work. Below is an example of a code of conduct that you may choose to use as a starting point.

Code of Conduct

- Principle 1: Respect** We treat each other with respect, dignity, and professionalism, regardless of our differences in background, identity, or perspective.
- Principle 2: Honesty** We are honest and transparent in our interactions with each other, our customers, and our stakeholders.
- Principle 3: Safety** We prioritise the safety and wellbeing of our employees, customers, and community. We maintain a safe and healthy workplace by following all relevant health and safety regulations.
- Principle 4: Integrity** We act with integrity and uphold the highest ethical standards in all our business practices.
- Principle 5: Confidentiality** We respect the confidentiality of sensitive information and only share it on a need-to-know basis.
- Principle 6: Diversity and inclusion** We value diversity and inclusion and strive to create a workplace that is welcoming and inclusive for all.
- Principle 7: Harassment and discrimination** We do not tolerate any form of harassment, discrimination, or bullying in the workplace.
- Principle 8: Conflict of interest** We avoid situations that may create or appear to create a conflict of interest and disclose any potential conflicts of interest to management.
- Principle 9: Compliance** We comply with all applicable laws, regulations, and company policies.
- Principle 10: Continuous improvement** We are committed to continuous improvement, and seek opportunities to learn, grow, and innovate in our work.

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