Code of Conduct

Applicable Credit

1.1 Business Integrity

General Information

Company and Site Name: : Name

**Targeting Level:** Certification Level

Guidance on using this template

This template has been developed for use by Applicants targeting SSA Credit 1.1 Business Integrity in the SSA Certification Program. Use of the template is optional, and Applicants may choose to target the credit using their own documentation. The text provided in the template is an example only and must be modified by the Applicant to suit their own business context and values.

Please note that it is the responsibility of Applicants to ensure their submission meets all credit requirements.

Overview and context

*Use this section to give an overview of the company, the code of conduct, and who it relates to.*

Our values

*It can be helpful to outline the organisation’s values, to give context to the matters set out in the code of conduct. As an example:*

*• Respect & fairness*

*• Honesty & integrity*

*• Transparency*

*• Accountability*

Inclusion and Diversity

**Example:**

*All* ***[Company name]*** *employees are expected to adhere to the company’s Inclusion and Diversity Policy (****if one exists****) and are expected to:*

*- Treat others with dignity and respect at all times.*

*- Address and report and behaviour that could be deemed to be inappropriate, discriminatory, harassing, abusive, offensive or unwelcome.*

*- Facilitate teamwork and employee participation, encouraging the representation of different employee perspectives.*

*- Seek out insights from employees with different experiences, perspectives, and backgrounds.*

*- Support flexible work arrangements for co-workers with different needs, abilities and/or obligations.*

*- Confront the decisions or behaviours of others that are based on conscious or unconscious biases.*

***[Company name****] will not tolerate any behaviour or language that could be deemed to be discriminatory, abusive, offensive or unwelcome.*

Conflicts of Interest

**Example:**

*All staff have an obligation to always act in the best interests of the company, and must avoid all actual, perceived, or potential conflicts of interest.*

*Please refer to the conflict of interest policy* ***(if one exists)*** *for more information.*

*Conflicts of Interest may include:*

*- engaging in activities that compete with, or appear to compete with, [company’s] interests*

*- working for, providing services to, having a material financial interest in (i.e. > 1% ownership), or receiving any personal benefit from a client, competitor, supplier or entity that does or seeks to do business with [company]*

*- allowing business decisions to be influenced, or appear to be influenced, by personal or family interests or friendships*

*- outside activities that negatively affect your job performance or activities*

Anti-bribery and corruption

**Example:**

***[Company]*** *is committed to comply with all applicable laws and regulations, and has zero tolerance to bribery and corruption.*

*- Employees must not give, receive, offer or promise bribes.*

*- All staff should promote a culture of compliance with our zero-tolerance policy.*

*- All business activities must be transparent, and sufficiently documented.*

*- In all business activities staff should use appropriate due diligence to ensure they aren’t breaching the zero-tolerance policy.*

Whistle-blower mechanism

**Example:**

*All employees, directors, and contractors should feel comfortable raising concerns regarding actual, suspected, or anticipated wrongdoing within* ***[Company].*** *The* ***Whistleblowing Policy*** *ensures that anyone who reports a concern can do so without being subject to detrimental treatment and ensures the* ***[Company]*** *conducts itself to the highest standards of honesty and integrity in all aspect of its business activities.*

*Reports can be made through* ***[insert link to location or add directions to where people report through the website]****.*

Confidentiality

**Example:**

***[Company]*** *respects the privacy and confidentiality of all client and employee information.*

*Our business is built on trust. Our clients, partners and employees trust us with their sensitive information. We treat sensitive information with confidentiality and take appropriate, prudent and careful security measures to protect confidential information and records of which we are stewards, not only against malevolent acts, but also to avoid inadvertent inappropriate disclosure.*

Community Engagement

**Example:**

***[Company]*** *will work to foster a strong bond amongst peers and associates in [Industry]. We are a responsible member of the local communities in which we operate. All community engagement will be undertaken to the highest possible ethical standards.*

Breach of this policy

*Outline who is responsible for ensuring compliance with this policy, the process of monitoring compliance, how breaches will be reported, and what the consequences would be.*

Code of conduct declaration

*Add declaration to be signed by employees, directors, contractors.*

Contacting us

If you have questions about this Code of Conduct policy, please contact <enter your contact details>……………

Management Sign-Off



**Full Name**: Click or tap here to enter text.

**Role/Position**: Click or tap here to enter text.

**Date:** Click or tap to enter a date.

Version control

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| --- | --- | --- | --- | --- | --- |
| Version | Document name | Date | Changes | Author | Reviewer |
| 1.0 | SSA Code of Conduct | 22/12/2022 | For use | KJ | JB |
| 1.1 | SSA Credit 1.1 – Code of Conduct Template | 31/07/2024 | Changed name of document, inserted editing restrictions and minor edits | MC | Nil |
| 1.2 | SSA Credit 1.1 – Code of Conduct Template | 01/01/2025 | Added Management Sign-off | MC | Nil |