

Code of Conduct

Version: 1
Reviewed; 2 October 2009



Human Resources • Group Training

1. Code of Conduct Statement

Mentor and Mentor Group Training Ltd are committed to ethical conduct in providing the best possible service to our clients and the greater community. This policy has been developed to provide an ethical framework for Mentor's Board, Managers and Staff.

The Board, Management and staff of Mentor and Mentor Group Training Ltd have a legal and moral responsibility to manage the organisation in the best interests of the community it serves. Board, Management and staff will demonstrate professional ethical behavior at all times – in their responsibilities to the organisation, in their professional relationships with each other, and in their professional service to clients and the greater community – and will be required to adhere to this code of conduct.

The Board, Management and staff of Mentor and Mentor Group Training Ltd shall:

- Publicly and privately support the organisation and each other, acknowledging the strengths and weaknesses of others and acting with courtesy and respect.
- Act honestly and in good faith at all times in the interests of the organisation and its objectives, ensuring that all stakeholders, particularly clients and those people who are recipients of services, are treated fairly according to their rights.
- Perform their duties in a safe, responsible and effective manner.
- Carry out their duties in a lawful manner and ensure the organisation carries out its business in accordance with the law, and recognise both legal and moral duties of their role.
- Respect and safeguard the property of the organisation, the public and colleagues; and observe safe work practices so as not to endanger themselves or others.
- Maintain confidentiality regarding any information gained through their work and not divulge personal information of service users.
- Ensure that Mentor and Mentor Group Training Ltd will market its services with integrity and accuracy.

For more information contact: info@mentorhr.com.au