

#### **D. MANAGING OFFICIAL INFORMATION**

1. You must not make improper use of information gained through your employment with the Court.
2. You must not provide false or misleading information in response to a request for information that is made for official purposes.
3. You need to have the approval of the Chief Justice, a Justice or the Chief Executive & Principal Registrar to make any official statement in public. If you are making a statement on an official matter as a private citizen, you must declare this to your audience.

#### **E. USE OF YOUR OFFICIAL POSITION**

You are not permitted to use your official position (ie. Your duties, status, power or authority) in order to gain, or seek to gain, a benefit or advantage for yourself or for anyone else. Nor can you use your official position to harass or oppress another person.

#### **F. ACCEPTING GIFTS OR BENEFITS**

You are not permitted to accept gifts or benefits related to the performance of your official duties, you need the approval of the Chief Executive & Principal Registrar.

#### **G. OUTSIDE EMPLOYMENT**

Before you undertake work for another employer or outside your official duties, you need the approval of the Chief Executive & Principal Registrar.

#### **H. DRESS AND APPEARANCE**

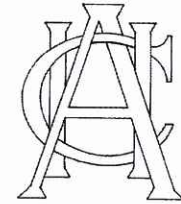
Your dress and appearance need to be appropriate to your official duties. Where the Court provides a uniform or protective clothing, you should wear it in the manner prescribed.

#### **I. EMPLOYMENT AFTER YOU LEAVE THE HIGH COURT**

1. When leaving the High Court for other employment, you must not use your official duties or confidential information gained during your employment with the Court to:
  - (a) advantage your prospective employer or any other persons; or
  - (b) disadvantage the High Court in commercial or other relationships with you prospective employer or any other person.
2. You should consult the Chief Executive & Principal Registrar before you engage in new employment where there could be a conflict of interest

#### **BREACHES OF THE CODE OF CONDUCT**

1. If you do not follow the code of conduct outlined in the previous section, the question of misconduct may arise and you could be liable to disciplinary action.
2. You should also be aware of the possibility of criminal charges under the Commonwealth Crimes Act where serious breaches of the code have occurred.



## VALUES AND CODE OF CONDUCT

*A Guide to Official Conduct for  
High Court Staff*

June 2009



At their core, organizational values are about relationships and behaviours. In the High Court of Australia we are responsible for the way we work with other courts, with the other arms of Government, with the public, and with each other. We are also expected to have the highest ethical standards. We are different from other employees providing services in the market place, and the public rightly expects high performance and standards of personal behavior from us. These relationships and behaviours effectively define us as the High Court of Australia

The aim of this publication is to outline our values and the conduct you are expected to exhibit whilst employed by the Court. Of course, a guide such as this cannot possibly provide advice to cover all situations which staff may confront during their employment. Rather, the principles expressed herein provide a value-based framework in which staff should carry out their official duties, and which can inform decision-making at all levels.

All Court employees are required to uphold the values and comply with the code of conduct, and our managers are required to promote the values within their responsibility areas.

I encourage you to discuss any issues raised by this document with experienced and respected colleagues within the Court.

A. Phelan

Chief Executive and Principal Registrar

The High Court of Australia:

1. is apolitical, performing its functions in an impartial and professional manner;
2. is an organisation in which employment decisions are based on merit;
3. provides a workplace that is free from discrimination, recognising and utilising the diversity of the Australian community it serves;
4. has the highest ethical standards;
5. delivers services fairly, effectively, impartially and courteously;
6. promotes leadership of the highest quality;
7. has established work practices which value communication, consultation, cooperation and input from employees on matters that affect their workplace;
8. provides a fair, flexible, safe and rewarding workplace;
9. promotes equity in employment; and
10. provides a fair system of review of decisions taken in respect to Court employees.

**A. YOUR GENERAL RESPONSIBILITIES**

In the course of your employment, you are required to:

1. behave honestly and with integrity;
2. act with care, skill and diligence, using authority in a fair and unbiased;
3. treat everyone with respect and courtesy, with sensitivity to their rights, duties and aspirations, and without harassment;
4. comply with all applicable Australian laws, observing legislation, regulations, determinations and instructions that relate to your official duties;
5. comply with any lawful and reasonable direction given by someone in the Court who has authority to give the direction; and
6. at all times behave in a way that upholds the values, integrity and good reputation of the Court.

**B. CONFLICT OF INTEREST**

If you find that you have some personal, financial or other interest that might appear to affect the way you perform your official duties, you must discuss the matter with your supervisor, and take whatever action is necessary to avoid a conflict of interest (real or apparent).

**C. USE OF COURT RESOURCES**

You are required to Court money, property, goods or services economically and only for official purposes.