

POL-120

Values and ethics policy

Version	2.3
Date approved	9 March 2022
Approved by	Board
Accountable officer	Executive Director People, Safety and Risk
Next review	March 2024
Applies to	<input checked="" type="checkbox"/> Board <input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Volunteers

POL-120

Values and ethics policy

Policy statement	Parks Victoria will promote the highest standard in public sector values to support commitment to and confidence in every aspect of its delivery of park management services.
Purpose	This policy sets the standard of values and ethics required of Parks Victoria.
Scope	This policy applies to all Parks Victoria including Board Members, employees, volunteers and contractors.
Operating principles	<p>Responsiveness - Parks Victoria should demonstrate responsiveness by:</p> <ul style="list-style-type: none">• providing frank, impartial and timely advice to the Government• providing high quality services to the Victorian community• identifying and promoting best practice. <p>Integrity - Parks Victoria should demonstrate integrity by:</p> <ul style="list-style-type: none">• being honest, open and transparent in all dealings• maintaining confidentiality at all times• using powers responsibly• reporting improper conduct• avoiding or managing real, potential or perceived conflicts of interest• avoiding gifts and excessive hospitality to protect public confidence in the integrity of our decision-making• striving to earn and sustain public trust at the highest level. <p>Impartiality - Parks Victoria should demonstrate impartiality by:</p> <ul style="list-style-type: none">• making decisions and providing advice on merit without bias, caprice, favouritism or self-interest• acting fairly by objectively considering all relevant facts and applying fair criteria• implementing Government policies and programs equitably. <p>Accountability - Parks Victoria should demonstrate accountability by:</p> <ul style="list-style-type: none">• working to clear objectives in a transparent manner• accepting responsibility for their decisions and actions• seeking to achieve best use of resources• submitting themselves to appropriate scrutiny. <p>Respect - Parks Victoria should demonstrate respect by:</p> <ul style="list-style-type: none">• treating others fairly and objectively

- ensuring freedom from discrimination, harassment and bullying
- using their views to improve outcomes on an ongoing basis.

Leadership - Parks Victoria should demonstrate respect and promote leadership by:

- actively implementing, promoting and supporting these values.

Human Rights - all Parks Victoria should demonstrate recognition of human rights set out in the Charter of Human Rights and Responsibilities Act 2006 by:

- making decisions and providing advice consistent with human rights
- actively implementing, promoting and supporting human rights.

In addition to the operating principles, Parks Victoria expects its Board Members, employees, volunteers and contractors to adhere to the following Commitments:

- put safety first
- provide excellent customer service
- collaborate
- lead innovation
- be accountable
- act with integrity
- Lead environmental and heritage management
- Earn the community's trust

A breach of any part of this policy may result in disciplinary proceedings.

Related references

[Victorian Public-Sector Code of Conduct for Directors](#)

[Victorian Public-Sector Code of Conduct for Employees](#)

Public Administration Act 2004

Charter of Human Rights and Responsibilities Act 2006

Parks Victoria's Ethical Framework

POL-210 Employment Policy

POL-220 Workforce Management Policy

PRO-121 Gifts, benefits and hospitality procedure

PRO-123 Conflict of interest declaration and management procedure

Document history

Version	Date approved	Issue comment	Version author
1.0	June 2013	Initial approval	Corporate Governance Officer
2.0	December 2015	Review and format changes	Corporate Governance Officer
2.1	August 2017	Review and format changes	Corporate Governance Officer
2.2	May 2019	Amendments for Parks Victoria Act 2019, broadened scope to Board, contractors and volunteers	Corporate Governance Officer
2.3	9 March 2022	Format changes and inclusion of reference to gifts, benefits and hospitality as well as related policies and procedures. Approved by the Chief Executive Officer	Executive Director People, Safety and Risk