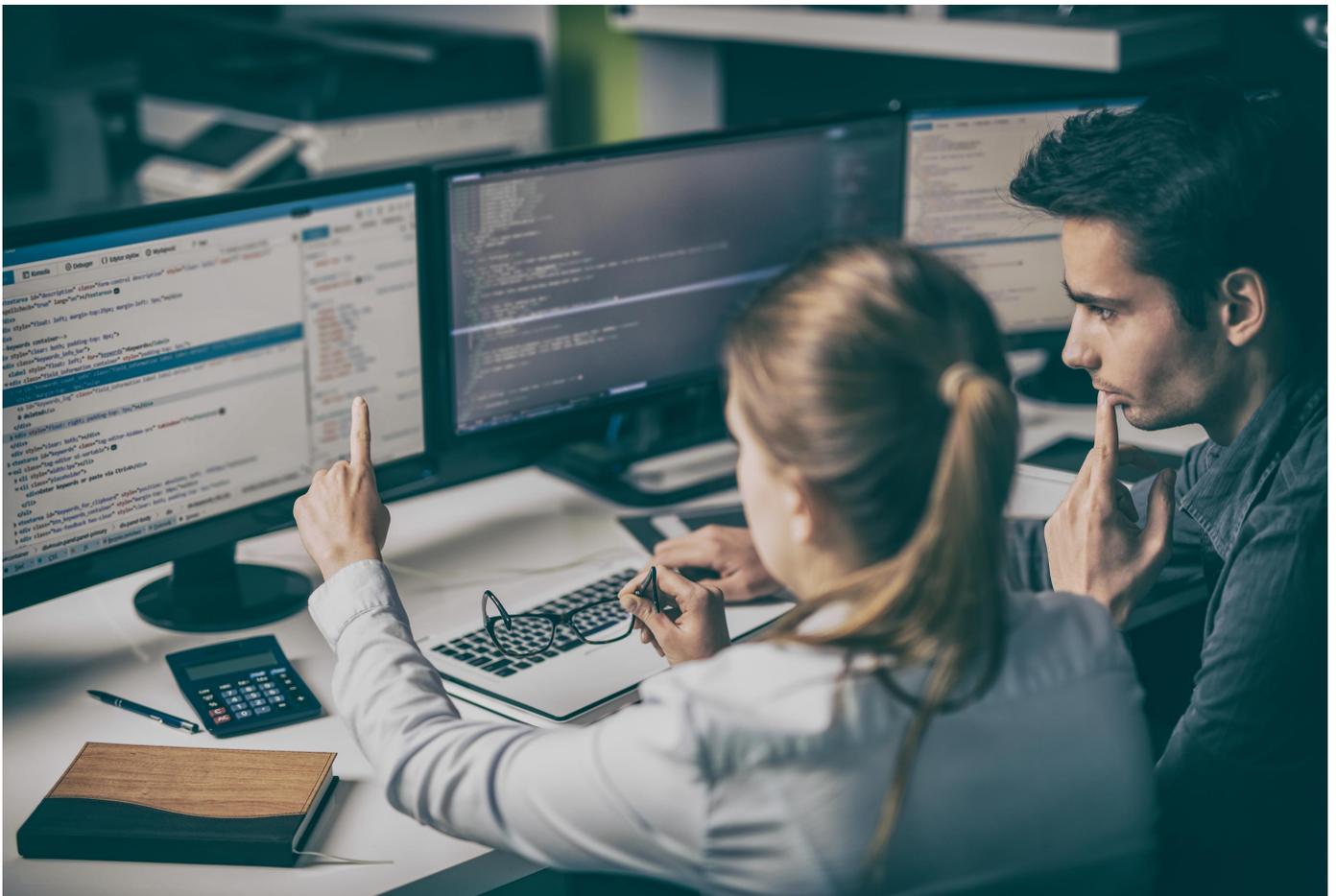




# CODE OF CONDUCT



APPROVAL DATE  
29 July 2020

APPROVED BY  
Principal

## **1 Introduction**

Law Quarter is committed to offering its employees an innovative and rewarding environment that encourages and fosters excellence. These employee conduct guidelines help to guide employees on how to act, and clarify how Law Quarter expects employees to perform. All directors, principals, partners, and employees agree, as a condition of employment and association, to be bound by these employee conduct guidelines and in so doing, give confidence to those with whom they work, meet or interact as to the standard of behaviour that can be expected. Law Quarter is committed to ethical and compliant business. At its core, compliance implies acceptance, adoption and achievement of particular standards of behaviour and business operations whether enshrined in law, regulation, code, standard, convention, or community expectation.

## **2 Work ethic**

Employees are expected to perform their duties to the maximum of their ability and in accordance with their professional obligations. In providing legal services, our employees will ensure that they are responsive and thorough in the work that they do. Our lawyers are expected to identify potential limitations in their work and to ask questions and to speak up where they lack the training or experience required to meet our clients' objectives.

## **3 Safety**

Law Quarter provides a safe workplace and expects its employees to follow health and safety guidelines and procedures and to be aware of, and report, any potential hazards.

## **4 Confidentiality**

Unauthorised disclosure of Law Quarter information, regarding either Law Quarter or its employees, is prohibited.

## **5 Personal conduct**

Employees are expected to act in a courteous, respectful manner at all times when dealing with fellow employees, suppliers, contractors, customers and the general public.

Employees are expected to adhere to dress and presentation standards in accordance with the Law Quarter guidelines.

## **6 Fair business**

Employees are expected to behave honestly and openly and with integrity in their dealings with Law Quarter. Employees must not mislead or defraud fellow employees, clients, suppliers, contractors or Law Quarter in general.

## **7 Working environment**

All employees have a legal obligation not to discriminate or harass any employee, agent, contract worker, supplier or visitor. All employees will be given specific training to reduce the risk of discrimination and harassment.

Employees are not permitted to smoke on Law Quarter premises, except in designated smoking areas.

## **8 Aboriginal and Torres Strait Islander peoples**

Law Quarter acknowledges the Aboriginal and Torres Strait Islander peoples as the original inhabitants and custodians of Australia. Law Quarter is committed to contributing to the recognition of the rights of Aboriginal and Torres Strait Islander peoples.

## **9 Gifts, conflict of interest and ethical conduct**

Other than in the course of routine business, employees must not accept cash, gifts or gratuities from a supplier, agent, customer or contractor for any reason. Employees must not put themselves in a position where their interests conflict with those of Law Quarter or with any current or former client of Law Quarter.

## **10 Obligation to disclose relevant information**

Employees are obliged to inform Law Quarter of any change in their circumstances that may affect their ability to perform their normal duties.

## **11 Use of company assets**

Employees must not deliberately misuse or damage Law Quarter's property in their possession, care or custody. Employees must not use Law Quarter's assets, intellectual property or the services of other employees (including contractors) for private use or gain.

## **12 Change**

Law Quarter expects employees to remain open minded about change in the work place, and to collaboratively support and embrace new ideas and programs.

## **13 Environment**

Employees are responsible for maintaining and protecting the environment.

Employees are expected to consider the impact of their actions on the environment and local community, including in relation to the disposal of waste, use and storage of chemicals, and use of natural resources.

## **14 Employee assistance program**

Law Quarter offers confidential access to counselling for staff and immediate family members. The employee assistance program provides counselling and assistance to help resolve or deal with personal problems and issues which may be affecting their work or home life.

## **15 Further information**

If you require further information, please speak with your manager or the Principal.