

# Code of Conduct

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The Code of Conduct requires that an APS employee must:

- behave honestly and with integrity in connection with APS employment;
- act with care and diligence in connection with APS employment;
- when acting in connection with APS employment, treat everyone with respect and courtesy, and without harassment;
- when acting in connection with APS employment, comply with all applicable Australian laws;
- comply with any lawful and reasonable direction given by someone in the employee's Agency who has authority to give the direction;
- maintain appropriate confidentiality about dealings that the employee has with any Minister or Minister's member of staff;
- take reasonable steps to avoid any conflict of interest (real or apparent) and disclose details of any material personal interest of the employee in connection with the employee's APS employment;
- use Commonwealth resources in a proper manner and for a proper purpose;
- not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's APS employment;
- not improperly use inside information or the employee's duties, status, power or authority:
  1. to gain, or seek to gain, a benefit or an advantage for the employee or any other person; or
  2. to cause, or to seek to cause, detriment to the employee's Agency, the Commonwealth or any other person.
- at all times behave in a way that upholds the APS Values and Employment Principles, and the integrity and good reputation of the employee's Agency and the APS;
- while on duty overseas, at all times behave in a way that upholds the good reputation of Australia; and

- comply with any other conduct requirement that is prescribed by the regulations (regulations available on the ComLaw website (<https://www.legislation.gov.au/Details/F2015C00713>)).

The Code of Conduct is set out in section 13 of the Public Service Act 1999 (<http://www.comlaw.gov.au/ComLaw/Management.nsf/current/bytitle/2B1A7B9F7929EE9DCA256F71000717D7?OpenDocument&VIEW=compilations>).

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