



TRACKS INC.'S CODE OF CONDUCT

1. PURPOSE & PRINCIPLES

Tracks Values a safe, friendly and productive working environment.

Our Core Company Values are:

1. Respect for all People – our stories, truths and diverse heritage;
2. Celebration of Place – Darwin with the deserts of Central Australia to the south and the Tropics of South-East Asia to the north; and
3. Evocation of Spirit – the vitality of our living culture enriched by traditional and contemporary life.

The Code of Conduct requires that a Tracks employee, participant or volunteer while acting in connection with Tracks, must at all times behave in a way that upholds the good reputation of the company.

This looks like:

- Treat everyone with respect and courtesy, and without discrimination, harassment or bullying
- Be inclusive
- Be considerate
- Choose your words carefully
- Find strength in diversity
- Behave honestly and with integrity
- Act with care and diligence
- Comply with all applicable Australian laws, and with any lawful and reasonable direction given by a Tracks staff member.

Additionally

- Maintain confidentiality about dealings that an employee has with any member of staff or other volunteers
- Disclose, and take reasonable steps to avoid any conflict of interest (real or apparent)
- Use Tracks' resources in a proper manner (including digital and social media)
- Not provide false or misleading information in response to a request for information made for official purposes, and not make improper use of:
 1. Inside information, or
 2. The employee's duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person;
- Tracks have policies and procedures to ensure this code of conduct is carried through everything we do.