
Code of Ethics and Conduct

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Purpose

This Code of Ethics and Conduct has been developed to provide all workers at the Art Gallery of NSW (the Art Gallery) with an ethical framework for decision making, actions and behaviour. This forms part of the worker's contract with the Art Gallery.

The Ethical Framework is to be demonstrated by all workers engaged by the Art Gallery in their working relations with other workers, clients, customers, stakeholders and the government of the day.

The Code applies at all times when workers are acting in the course of or in connection with the Art Gallery.

Our Mission

To serve the widest possible audience as a centre of excellence for the collection, preservation, documentation, interpretation and display of Australian and international art, and a forum of scholarship, art education and the exchange of ideas.

Application

This Code is adopted under section 8A of the *Government Sector Employment Act 2013* (NSW) (GSE Act) and applies to all workers engaged by the Art Gallery of NSW including all employees, all volunteers, all contractors and all interns. The Code identifies mandatory requirements for all Art Gallery workers that are consistent with Part 2 of the GSE Act (the Ethical Framework for the government sector).

This Code applies at all times when Art Gallery workers are acting in the course of, or in connection with, their employment with the Art Gallery. The Code also extends to conduct outside of work hours where that conduct may affect your employment. This includes conduct that is undertaken in a private capacity, but is inconsistent with your ability (or could reasonably be perceived to inconsistent with your ability) to fulfil your duties in your role at the Art Gallery.

This Code does not apply to individuals who are not Art Gallery workers.

Definitions

Director means the Director under section 4 of the Art Gallery of NSW Act 1980, and includes a person appointed as acting Director.

Contractor means a worker paid by an external company/business to provide a service/complete project for the Art Gallery.

Employee means a worker who is paid by the Art Gallery and holds a casual, temporary or on-going position at the Art Gallery.

Art Gallery means the Art Gallery of NSW and includes all work sites owned or operated by the Art Gallery.

Art Gallery Executive includes the Director, Deputy Director and Director of Collections, Chief Operating Officer, Director of Public Engagement and the Director of Development.

GSE Act means the Government Sector Employment Act 2013.

GSE Rules means Government Sector Employment Rules issued by the NSW Public Service Commissioner.

Intern means a student or trainee undertaking work at the Art Gallery without financial gain for a specified period of time (up to 3 months) to gain work experience and satisfy course requirements.

Volunteer – means a person who freely offers time to one of the Art Gallery’s volunteer programs without financial gain.

Worker means an employee, volunteer, contractor or intern engaged by the Art Gallery.

Ethical Framework for the Art Gallery

All Gallery workers are required and expected to act ethically, lawfully and in the public interest. This can be achieved by adhering to the government sector core values of Integrity, Trust, Accountability and Service. These core values are underpinned by 18 principles, which will help you put the values into action. Our core values and principles are collectively prescribed by the GSE Act as the Ethical Framework for the government sector (**the Ethical Framework**), and are all of equal importance.

Core Values

The core values for the Art Gallery and the principles that guide their implementation are:



Roles and Responsibilities

All Art Gallery workers must act in a way that is consistent with the Ethical Framework and must comply with this Code. Each of us has a responsibility to conduct ourselves in a manner

that reflects our core values in action. This includes the responsibility to speak up when we see any behaviour that we believe does not live up to the Ethical Framework and the general principles and requirements in this Code. You should follow our policies for reporting wrongdoing where you believe this has occurred.

Managerial behaviour sets the tone for the conduct of all employees. Managers (including senior executives, senior managers, supervisors and others holding senior positions) play a critical role in promoting a culture that values high ethical standards and ethical behaviour. In addition to their responsibilities as Art Gallery workers, all managers are required to model and promote this Code, and ensure that workplace culture, practices and systems operate consistently with the Ethical Framework.

In addition to having the responsibilities of managers, Departmental Secretaries, heads of agencies and senior executives are required to oversee implementation of this Code and the Ethical Framework

Minimum expected standards of behaviour

All Art Gallery workers are expected to know and act in accordance with the Ethical Framework for the government sector and the general principles and requirements set out in this Code.

The minimum expected standards of behaviour outlined below are not an exhaustive list of what to do in every aspect of your work. Rather, they are general principles and requirements to apply when carrying out your work and should be applied to decide on an appropriate course of action when faced with an ethical issue or professional decision.

If in doubt, you should talk to your manager, people and culture team or the relevant members of the Art Gallery's Executive.

Acting in the public interest

You should treat all people you interact with in the course of your work:

- equally without prejudice or favour
- with honesty, consistency, impartiality and respect.

You should always:

- place the public interest over personal interest
- uphold the law, institutions of government and democratic principles
- provide apolitical and non-partisan advice
- provide transparency to enable public scrutiny
- be fiscally responsible and use resources efficiently, effectively and prudently.

Acting in the public interest requires leadership, courage and innovation to develop practical recommendations and actions that are consistent with the core values.

Acting in ways which are expedient or convenient, but which are inconsistent with the government sector core values, is not in the public interest.

Act lawfully

You must always act lawfully and uphold the law.

You must comply with this Code as well any relevant legislative, industrial and administrative requirements and any lawful direction made by a person with the authority to give such a direction.

Bullying, unlawful discrimination and harassment in the workplace

Everyone is entitled to be treated fairly and with courtesy and to feel safe and respected.

Bullying, unlawful discrimination, and all forms of harassment (including sexual harassment) are not acceptable under any circumstances and not tolerated in our workplace.

You must not bully, unlawfully discriminate against or harass anyone in your dealings with them.

You should ensure you understand and adhere to your legal obligations and the Art Gallery's policies in relation to workplace sexual harassment, as well as additional policies relating to bullying, unlawful discrimination and other forms of harassment.

Managers play a critical role in actively preventing and responding to bullying, unlawful discrimination and other forms of harassment (including sexual harassment), and should familiarise themselves with these obligations. You should refer to the Art Gallery's policies for more information.

Confidentiality, privacy and records management

Confidentiality

The Art Gallery holds and manages large amounts of information. This information needs to be managed in accordance with relevant legislative obligations and policies.

Unless otherwise authorised, you must maintain the confidentiality of all official information (including confidential, personal and other sensitive information or documents) held by the Art Gallery that is not publicly available, that has not been published or that you are not authorised to disclose.

You may only disclose official confidential information when you are authorised to do so, including when permitted or required by law or legal process to do so.

You must not disclose, access or use official information in an unauthorised way, including for your or anyone else's personal benefit or advantage.

Misuse of information acquired in the course of your employment may amount to misconduct, an offence under applicable criminal, privacy, information access, or State Records legislation and/or serious wrongdoing.

Privacy

You must protect personal information and health information, and comply with applicable privacy obligations and the Art Gallery's privacy and data breach policies.

The *Privacy and Personal Information Protection Act 1998 (NSW) (PIIP Act)* outlines how NSW public sector agencies are required to manage personal information. The *Health Records and Information Privacy Act 2002 (NSW) (HRIP Act)* outlines how NSW public sector agencies are required to manage health information.

Records management

You must comply with record-keeping obligations that apply to your role and the Art Gallery's records management policy (if any). You must not destroy records without proper authority.

Conflicts of interest

A conflict of interest exists when a reasonable person might perceive that your personal interest(s) could be favoured over your public duties. A conflict may arise from a range of factors, including:

- personal relationships
- secondary employment
- membership of special interest groups
- your ownership of, or financial interest, in property, shares or companies.

Conflicts of interest may also arise due to your personal beliefs or attitudes that could influence, or be perceived to influence, your impartiality or decision-making. It is your responsibility to identify and declare conflicts of interest.

To determine if a conflict of interest exists, ask yourself:

- Do I have a personal interest?
- Do I have a public duty?
- Is there a connection between my personal interest and my public duty?
- Could a reasonable person perceive that my personal interest might be favoured?

It is not necessarily unethical to have a conflict of interest. However, you should avoid placing yourself in conflicting situations wherever possible. Failing to disclose and manage a conflict appropriately may amount to misconduct and/or serious wrongdoing.

Where you have a conflict of interest, you must:

- always disclose the conflict of interest in accordance with this Code and the Art Gallery's conflicts of interest policy as soon as you become aware of the conflict
- work with the appropriate person with responsibility for managing the conflict to resolve any conflicts in the public interest, rather than your own or another person's personal interest.

Managers or those responsible for managing a conflict of interest should:

- ensure the conflict is appropriately documented
- consider whether the circumstances warrant removing the employee from the duties that are in conflict with their private interests
- approve a management plan to eliminate or manage the conflict in the public interest
- monitor the situation to ensure compliance with the agreed management plan.

Gifts, benefits and hospitality

In the course of your work, you – or, occasionally, your family, relations, friends or associates – might be offered gifts, benefits and/or hospitality by customers, clients, applicants, suppliers, or other persons or organisations.

Where a gift, benefit or hospitality of token value is offered simply as a memento or a small token of appreciation, accepting it is unlikely to be inconsistent with your obligations under the Ethical Framework for the government sector but important that you check with your manager or relevant Executive team representative.

However, you should always be aware that gifts, benefits and/or hospitality might be offered to influence you when making a decision, or to provide a favour which will advance the interests of the giver, either now or in the future.

Art Gallery employees who undertake procurement processes for the Art Gallery such as purchasing supplies, equipment or engaging contractors and consultants are banned from accepting gifts, benefits and hospitality from such providers. If gifts, benefits or hospitality is inadvertently accepted, they are to be recorded in the Gifts Register and either retained by the Art Gallery or donated to Charity.

You should never:

- solicit gifts, benefits and/or hospitality from anyone
- accept any gifts, benefits and/or hospitality offered to you that is intended, or likely, to cause you to act in a certain way
- accept any gift, benefit and/or hospitality where there could be a perception that it has been offered as an inducement or incentive to act in a certain way
- accept any gift, benefit and/or hospitality for a family member, relation, friend or associate that is intended as, or could reasonably be perceived to be, an inducement or incentive to act in a certain way
- accept any gift, benefit and/or hospitality where you currently, or may in the future, exercise discretion in the making of a decision affecting the giver.

You should ensure you understand and adhere to the Art Gallery's policies relating to the declaration and management of gifts, benefits and/or hospitality.

You must refuse bribes or inducements and report them in line with the Art Gallery's policy.

Lobbying

Art Gallery workers are required to act impartially in the public interest when carrying out their public duties, including when being lobbied, or making decisions after being lobbied, by lobbyists.

You must comply with the values, principles and requirements in this Code and Premier's Memorandum M2019-02 *NSW Lobbyists Code of Conduct*. The *Lobbying for Government Officials Act 2011* (NSW) restricts lobbying of Government officials by lobbyists, and requires lobbyists to comply with ethical standards of conduct and other requirements set out in the Lobbyists Code of Conduct. It is important for public confidence in the integrity of government that lobbying is carried out with appropriate probity and transparency.

Making public comment

Public comment is any comment made where it is expected that it will be seen or heard by members of the public. It includes:

- profiles or activities on social media
- comments on internet sites or broadcast by electronic means
- public speaking engagements
- comments to radio, television or print reporters (including letters to the editor)
- comments in books, journals or notices
- appearances before Parliamentary Committees.

You must not make any public comment on behalf of the Art Gallery or in the course of your work unless authorised to do so. When making an authorised public comment for official duties, you should:

- only state the facts
- avoid expressing opinions on government policies or government decisions, unless you are authorised to do so or this is part of your role within the Art Gallery
- only disclose information that is publicly available or has been published or is information that you are authorised to disclose.

Should an Art Gallery worker be approached by a journalist or a media outlet for comment or an interview, or if they are unsure of Art Gallery media policy, they can contact the Communications Team who will determine the best way to handle the enquiry.

Workers are not authorised to provide images of the Art Gallery or artworks from the Art Gallery's collections or exhibitions directly to media. Again, please contact the Communications Team should a media outlet request an image for publication.

You are able to participate in public debate on political and social issues in a private capacity, including on social media. In making public comments in a private capacity you should ensure your comments:

- are clearly identified and understood to be your personal views
- do not discuss or disclose information concerning your work or workplace that is not publicly available
- are lawful – do not post material that is defamatory, bullying, harassing, breaches privacy, is in contempt of court, breaches intellectual property rights or is otherwise unlawful.

You must not act in a way that casts doubt on your ability, or the ability of the Art Gallery, to act impartially, apolitically and professionally.

What about social media?

Liking, sharing, or making positive comments about the Art Gallery's posts is at the worker's discretion. Workers may make positive comments about the Art Gallery and works from the Art Gallery's collection and exhibitions on their own social media channels, if the following guidelines are adhered to.

Guidelines for Art Gallery Worker social media usage

- Respect colleagues and always ask permission before posting images of individuals.
- Preserve the confidentiality of non-public and proprietary information as well as the security of artworks by always seeking permission before posting images of installation under production in both public and non-public spaces, or back-of-house areas.
- Workers are expected to maintain the same standards of professional conduct and behaviour online as is expected in the workplace
- Workers are encouraged to wherever possible tag the Art Gallery in posts @artgalleryofnsw
- Workers are not authorised to use social media to disparage the Art Gallery. If workers feel aggrieved about anything related to their work at the Art Gallery, they should discuss the issue with their supervisor or manager, or follow the Art Gallery's grievance procedures.

Can I share images on social media? What copyright requirements do I need to consider?

Sharing images of artworks and events at the Art Gallery is important and encouraged, however Art Gallery workers must be mindful of, and adhere to, image rights and restrictions. In some exhibitions photography of artworks may not be permitted due to contractual obligations.

The Art Gallery owns copyright to a very small number of works in the collection. Most of the artworks on display, within the Art Gallery at any time, are protected by copyright. The Art Gallery respects artist's copyright and we ask that you do too.

On request Rights and Image Licensing team can assist you with advice on which artworks can and cannot be shared on social media. They can assess the copyright status of an artwork for you, if required provide you with the correct contact for seeking permission and also provide correct caption attribution.

Posting images of artworks on social media without permission could result in legal action against the individual and may also damage the Art Gallery's reputation and relationships with artists and/or lending institutions. It is your responsibility to avoid infringing artist copyrights.

The collection

Employees with responsibility for the collection should ensure that all artworks accepted either temporarily or permanently, are acquired in accordance with the established policy and procedures of the Art Gallery and are properly and fully documented.

Employees should allow scholars access to the collection of the Art Gallery, subject to there being no possibility of damage being caused to artworks.

Employees who conduct scholarly research related to collections should recognise that there is an obligation to make available to the Art Gallery the results of that research within a reasonable time after completion of the work, or during the process of that research if appropriate.

All Gallery workers should attend Caring for the Collection Workshops and abide by the guidelines outlined at these sessions.

Recruitment

If you are involved in any recruitment, you must comply with the Ethical Framework requirement to recruit and promote employees on merit, and comply with applicable legislative requirements concerning the recruitment process.

You must also promptly declare any conflict of interest as required by this Code and/or Art Gallery policies. Where applicable, you must work with the appropriate person with responsibility for managing the conflict to resolve any conflicts in the public interest, rather than your own or another person's personal interest.

Training

All new employees, volunteers, contractors and interns are provided with a copy of the Code prior to commencement of duty and are to attend an induction session regarding the application of the Code. When major changes are made to the Code, the Art Gallery will distribute the Code and hold information sessions on the changes.

Risk management

When carrying out your work or contributing to the making of decisions, you have a duty to objectively identify any risks and report them to your manager or the relevant decision maker, so they can be assessed and appropriately managed in a lawful way. Risks must be managed in accordance with the Art Gallery's risk management policy and applicable mandatory NSW Treasury policies.

Secondary employment

You may for various reasons wish to undertake either paid or unpaid work in addition to your role with the Art Gallery.

You are required to comply with applicable legislative requirements and follow the Art Gallery's policies concerning secondary employment, please see the secondary employment policy. For Public Service employees, see clause 7 of the *Government Sector Employment Regulation 2014* (NSW).

Taking on additional work may give rise to a conflict of interest, or reasonably perceived conflict, between your primary and secondary employment.

If this occurs you should declare the conflict in accordance with this Code and the Art Gallery's conflict of interest policy and resolve any conflicts in the public interest, rather than your own or another person's personal interest.

Use of public resources

You must use public resources in an efficient, effective and prudent way.

You must not use public resources – including such things as money, property, equipment or consumables – for an unauthorised purpose. You must not use your position, or access to Art Gallery resources and information, for personal gain or the gain of another person.

When procuring goods and services for your employer, you must ensure you:

- declare any conflicts of interest in accordance with the Art Gallery's conflicts of interest policy
- work with the appropriate person with responsibility for managing any conflict to resolve any conflicts in the public interest, rather than your own or another person's personal interest
- comply with applicable NSW Procurement Board policies and directions as well as the Art Gallery's procurement policies
- comply with the principles of probity and fairness
- take reasonable steps to ensure the goods and services are not the product of modern slavery
- obtain value for money.

You are required to comply with this Code, your legislative obligations, the NSW Government Procurement Policy Framework, and the Art Gallery's policies and procedures.

Workplace health and safety

We all have a role to play in ensuring the safety of ourselves and others in the workplace.

You must take reasonable care for your own health and safety and not do anything that adversely affects the health and safety of others. You should report risks to health and safety in accordance with your duties under the *Work Health and Safety Act 2011* (NSW) and the Art Gallery's policies, and familiarise yourself with the work, health and safety arrangements in your workplace.

Managers may have more substantial obligations involving the safety of those under their supervision or attending work locations, and should familiarise themselves with these obligations. You should refer to the Art Gallery's policies for more information.

Behaviour contrary to the Code

Behaviour contrary to this Code or to the Ethical Framework for the government sector can create an unsafe workspace, bring individuals into disrepute, undermine productive relationships with colleagues and the public, and damage public trust in the Art Gallery or the broader government sector.

A contravention of this Code may be misconduct for the purposes of section 69 of the GSE Act, or other legislation governing the conduct of government sector employees in the Teaching Service, Police Force, Health Service, Transport Service and other services of the Crown.

If you are unsure of what is appropriate conduct in a particular situation, you can discuss the matter your manager, human resources team, the relevant members of the Art Gallery's Executive. The Art Gallery may have additional options available to discuss any concerns you have. Heads of government sector agencies may also contact the Public Service Commissioner.

If you see someone act in ways that are contrary to this Code, you should raise your concerns in accordance with the Art Gallery's policy framework for reporting wrongdoing.

How to report serious wrongdoing

The *Public Interest Disclosures Act 2022 (NSW) (PID Act)* establishes a framework to encourage people who work in the public sector to report serious wrongdoing. Serious wrongdoing means one or more of the following:

- corrupt conduct
- serious maladministration
- a government information contravention (other than a trivial failure)
- a local government pecuniary interest contravention
- a privacy contravention (other than a trivial failure)
- a serious and substantial waste of public money.

If you become aware of serious wrongdoing, you can report your concerns in accordance with the Art Gallery's Public Interest Disclosure policy. You can also contact the relevant integrity agency body (such as the Ombudsman, Independent Commission Against Corruption, Auditor-General, or Law Enforcement Conduct Commission).

If you believe conduct may be illegal or constitute a criminal offence, you should follow the Art Gallery's policies for reporting wrongdoing or, if appropriate, report the matter to NSW Police Force.

Under the PID Act, it is both a criminal offence and misconduct to take detrimental action against a person who makes, or is suspected of making, a public interest disclosure. The PID Act provides a range of additional protections against detrimental action.

When a public official (as defined in the PID Act) reports suspected or possible wrongdoing in the public sector, their report will be a public interest disclosure (PID) if it has certain features which are set out in the PID Act. PIDs must be managed in accordance with the PID Act.

Further information about public interest disclosures is available on the Staff Hub, Public Interest Disclosures Policy 2024, and on the NSW Ombudsman's website.

Actions when allegations of misconduct are made

For employees of Public Service agencies, the GSE Act and *Government Sector Employment (General) Rules 2014* (GSE Rules) set out how allegations of misconduct are to be dealt with, which include:

- requirements that the relevant employee be advised of the detail of the allegation
- the action that may be taken against the relevant employee if there is a finding of misconduct
- the process to be undertaken to investigate and resolve the matter
- that the relevant employee be provided a reasonable opportunity to respond to the allegations and the proposed action to be taken.

Government sector agencies that are not part of the Public Service (that is, the Teaching Service, Police Force, Health Service, Transport Service and other services of the Crown) are not bound by the misconduct provisions in the GSE Act and GSE Rules unless so prescribed. Non-Public Service agencies have their own legislative, policy and/or industrial instrument requirements for dealing with allegations of misconduct.

Declaring private interests as a senior executive

A senior executive (including an acting senior executive) must make a written declaration of private financial, business, personal or other interests or relationships that have the potential to influence, or could reasonably be perceived to influence, the senior executive's duties, including decisions made, or advice given by the senior executive.

Where a senior executive has no such private interests to declare, they must declare a 'nil return'.

After a senior executive makes an initial declaration, a fresh declaration must be made:

- as soon as practicable, following any relevant change in the senior executive's private interests
- as soon as practicable, following the senior executive's assignment to a new role or responsibility
- at least annually.

An acting senior executive is not required to make a fresh declaration on each 'acting' occasion and may rely on their most recent declaration, provided:

- that declaration is brought to the attention of their current manager
- there are no additional undeclared private financial, business, personal or other interests or relationships that have the potential to influence, or could be perceived to influence, decisions made, or advice given by the senior executive whilst they are acting.

A senior executive of an executive agency must provide their declaration to the agency head.

A head of an executive agency related to a department must provide their declaration to the Department Secretary.

Responsibilities of person receiving declaration

Government sector agency heads are responsible for ensuring that procedures are in place to require that:

- senior executives complete declarations
- handling and storage of declarations comply with the requirements of the PPIP Act
- declared conflicts of interest are managed and monitored.

Separation from the Art Gallery

Workers are advised they need to avoid offers of employment that require the use of confidential Art Gallery information or intellectual property. Former workers are not entitled to use confidential information gained while employed by the Art Gallery. Workers must be careful in their dealings with former workers and ensure that no confidential information is passed on, particularly information that may benefit former workers.

Grievance Process

If a worker feels aggrieved regarding the implementation of this Code, including the application of GSE rules regarding misconduct and the matter has been dealt with by the Director, they may seek to have the matter considered by the President of the Board of Trustees and/or the Chair of the Finance, Audit and Risk Committee.

If allegations or a grievance is lodged concerning the Director of the Art Gallery, an internal review would be conducted by a Trustee or other suitably experienced person associated with the Art Gallery. The person would be appointed by the President of the Board of Trustees.

Relevant legislation

A principle of the Ethical Framework is to uphold the law. The law includes but is not limited to:

- *Anti-Discrimination Act 1977*
- *Art Gallery of NSW Act 1980*
- *Child Protection (Working with children) Act 2012*
- *Children and Young Persons (Care and Protection) Act 1998*
- *Crimes Act (1900)*
- *Government Advertising Act 2011*
- *Government Information (Public Access) Act 2009*
- *Government Sector Employment (General) Rules 2014*
- *Government Sector Employment Act 2013*
- *Government Sector Financial Act 2018*
- *Health Records and Information Privacy Act 2002*
- *Independent Commission Against Corruption Act 1988*
- *Lobbying for Government Officials Act 2011*
- *Ombudsman Act 1974*
- *Privacy and Personal Information Protection Act 1998*
- *Public Interest Disclosures Act 2022*

- *Public Works and Procurement Act 1912*
- *State Records Act 1998*
- *Work Health and Safety Act 2011*

Good Practice Guides

Good Practice Guide 1 – deciding and acting ethically

To make the best available decision:

Scope the problem

Clarify the scope of the problem and consider carefully how the problem affects (or may affect in the future) work colleagues; clients and customers; stakeholders and the government of the day. Wherever possible, consult affected people and communities.

Develop options

Develop a mix of options that address these questions:

- **Duties:** What are your responsibilities as defined by the law, Government policies, Art Gallery procedures and your role description? Is it legal? Is it consistent with the principles and policies of the Art Gallery and the NSW government sector?
- **Results:** Which options will yield the greater benefit (or least harm) to the most people and minimise the number of people who might be disadvantaged – in the short and longer term? What will the consequences be for your colleagues, the Art Gallery and yourself? What will the consequences be for other parties?
- **Justice:** Which options support due process, transparency, fair compensation for any loss and fair treatment of those affected by any decision?
- **Rights:** Which options support the legal rights of citizens?
- **Public interest:** Which options best advance the public interest, without regard to your own reputation, career personal views or potential for personal gain or loss?
- **Resources:** What is the likely impact on government finances, workforce, infrastructure and other assets?
- **Innovation:** Can the issue be addressed in new ways (such as the redesign of services, reengineering of work practices or a new model of service delivery)?

Evaluate and decide

Choose the option that best addresses the above issues and in the public interest, supports integrity, builds trust, delivers better services and ensures accountability. To establish if your actions are consistent with the Ethical Framework consider your answers to the following questions:

- **Integrity:** Would your colleagues say you had considered the views of all interested parties and acted in the right way, even if it was at your personal cost?
- **Trust:** Would your action, if it became public, build confidence in the public sector?
- **Service:** Would your clients and customers say your actions improved the quality of the services they receive?
- **Accountability:** Would the Director of the Art Gallery say your actions are consistent with the Ethical Framework and the law?

Implement

Implement the decision in ways that are consistent with the objectives, values and principles of the Ethical Framework.

Review and identify opportunities for continuous improvement.

Good Practice Guide 2 – encouraging ethical behaviour by other workers

Ways to support the ethical behaviour of other employees include:

- **Personal**
Encourage your colleagues to act ethically by making decisions and acting ethically yourself.
- **Interpersonal**
Encourage all workers to openly discuss ways to better implement the Ethical Framework in their individual actions, your team's practices and in services to clients and customers.
- **Organisational**
Ensure the leadership, culture, governance, management and work practices, individual employee behaviour and customer services of the Art Gallery are consistent with the Ethical Framework.

Further information

For further information about this Code of Ethics and Conduct please contact the Art Gallery's People and Culture department.

As it is not possible to provide detailed guidance in relation to all situations where ethical conflicts might arise, if in any doubt, workers are strongly encouraged to discuss matters with their manager or executive member.

1. LAST REVIEWED

Version #	Effective Date	Significant Changes	Previous Version #
V4	June 2016	Major changes throughout document as original replaced by mandated NSW Public Service Commission policy.	V3
V5	May 2019	Insertions to clarify media and licensing policy.	V4
V6	September 2020	References to Trustees and Committee members removed as a separate Code of Ethics and Conduct created for Trustees and Committee members.	V5
V7	July 2023	As agreed at FAR Committee May 2023, definitions for interns, contractors and volunteers included as well as process for internal review regarding the Director.	V6
V8	July 2024	General review and update to ensure consistency with the new PSC Code of Ethics and Conduct	V7

Acknowledgment and agreement

I have read and understood the AGNSW Code of Ethics and Conduct document and agree to abide by it in relation to my work engagement with the Art Gallery of New South Wales.

Name:

Signed:

Date:/...../.....