

## SCENARIO ONE

# QUESTION CARD

CORPORATE

When trying to park one of the Department's cars, your colleague hits a lamp post. There are no witnesses and your colleague says he's going to claim the damage was caused by another car so he doesn't get in trouble.

**Do you go along with the story?**

### Values to Consider:



INTEGRITY



ACCOUNTABILITY



LEADERSHIP

# CONDUCT QUICK TEST

Not sure if a decision or action is in line with the Public Sector Code of Conduct and Values? Do the conduct quick test.

**The values test**

Does it fit with the values?

---

**The safety test**

Could it directly or indirectly create a risk to health (physical or psychological), wellbeing and safety?

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**The law test**

Is it legal and in line with our policies and standards?

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**The impact test**

Would I still take this option, if it was my business, money, time or equipment?

---

**The newspaper test**

If the story appeared in the paper, would I feel comfortable with the decision?

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**The family test**

Is it what I would tell my partner, child, family member to do?

---

**The feel test**

What's my intuition or gut feel? If it feels bad or wrong, then it probably is.

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SCENARIO ONE

# RESPONSE CARD

CORPORATE

Values to Consider:



INTEGRITY



ACCOUNTABILITY



LEADERSHIP

When trying to park one of the Department's cars, your colleague hits a lamp post. There are no witnesses and your colleague says he's going to claim the damage was caused by another car so he doesn't get in trouble.

**Do you go along with the story?**

## RESPONSE

It's important for all of us to be accountable for our actions and decisions. Start by having a discussion with your colleague. You could explain that lying about a mistake could make it much worse. It's possible that he'll see the issue clearly. You could check back with your colleague later to see if he reported the accident. If he didn't, consider talking to your manager.

SCENARIO TWO

# QUESTION CARD

CORPORATE

You're at a local café and notice a colleague having coffee with a consultant who is currently part of a tender process for some work your team is outsourcing. You overhear them talking about the tender process.

**What do you do?**

Values to Consider:



INTEGRITY



IMPARTIALITY



ACCOUNTABILITY

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SCENARIO TWO

# RESPONSE CARD

CORPORATE

Values to Consider:



INTEGRITY



IMPARTIALITY



ACCOUNTABILITY

You're at a local café and notice a colleague having coffee with a consultant who is currently part of a tender process for some work your team is outsourcing. You overhear them talking about the tender process.

**What do you do?**

## RESPONSE

Spending public money wisely for its intended purpose is an important part of behaving with integrity. You might wish you had never heard the conversation but since you have, you'll need to consider whether you should speak up. Procurement can be complex. So rather than jump to conclusions, consider talking to your colleague directly, discussing what you've heard with your manager or contacting the Speak-up Service.



SCENARIO THREE

# QUESTION CARD

CORPORATE

You're on a selection panel for a new staff member. A few days after the interviews, a fancy box of chocolates and a card is left at your desk from an internal candidate. He is currently ranked as the preferred candidate.

**Would you eat the chocolates?**

Values to Consider:



INTEGRITY



IMPARTIALITY



ACCOUNTABILITY

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SCENARIO THREE

# RESPONSE CARD

CORPORATE

Values to Consider:



INTEGRITY



IMPARTIALITY



ACCOUNTABILITY

You're on a selection panel for a new staff member. A few days after the interviews, a fancy box of chocolates and a card is left at your desk from an internal candidate. He is currently ranked as the preferred candidate.

**Would you eat the chocolates?**

## RESPONSE

They look delicious, but consider what the perception would be, even if you shared them around. Staff could think the gift influenced your decision and doubt whether he got the job on merit, which is also unfair on him. You should discuss with the selection panel whether the candidate's actions have impacted on his suitability for the role.

## SCENARIO FOUR

# QUESTION CARD

CORPORATE

It's Friday. You meet an old friend at the pub who works for the local paper. He asks if you know why one of the senior leaders at the Department has been on leave for over 3 months. You've only heard rumours.

**What would you say?**

### Values to Consider:



**RESPONSIVENESS**



**INTEGRITY**



**ACCOUNTABILITY**



**RESPECT**

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SCENARIO FOUR

# RESPONSE CARD

CORPORATE

Values to Consider:



RESPONSIVENESS



INTEGRITY



ACCOUNTABILITY



RESPECT

It's Friday. You meet an old friend at the pub who works for the local paper. He asks if you know why one of the senior leaders at the Department has been on leave for over 3 months. You've only heard rumours.

**What would you say?**

## RESPONSE

Personal and professional boundaries are often blurred. Even when you're not at work, remember you represent the Department. You could change the topic, but it's better to remind your friend it's not for you to say. Tell him that you can't speculate about personal and private information. To protect you and your friends, all media enquiries need to go through the Department's Media Unit.



SCENARIO FIVE

# QUESTION CARD

CORPORATE

A more experienced colleague asks you to delete some files from SharePoint to tidy up your team's records. That afternoon you hear that your team is being visited by an auditor next week.

**Do you delete the documents?**

Values to Consider:



**RESPONSIVENESS**



**INTEGRITY**



**ACCOUNTABILITY**



**LEADERSHIP**

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SCENARIO FIVE

# RESPONSE CARD

CORPORATE

Values to Consider:



**RESPONSIVENESS**



**INTEGRITY**



**ACCOUNTABILITY**



**LEADERSHIP**

A more experienced colleague asks you to delete some files from SharePoint to tidy up your team's records. That afternoon you hear that your team is being visited by an auditor next week.

**Do you delete the documents?**

## RESPONSE

Just doing what you're told is not always the right approach. You could ask your colleague to clarify what she wants you to do and why. If you aren't satisfied with her response, you could make it clear that you will not do anything that will jeopardise the audit. It can take courage, but you should speak up, particularly if she asks someone else to delete the documents after you refuse or plans to delete them herself.

## SCENARIO SIX

# QUESTION CARD

CORPORATE

You are friends with a local candidate for the upcoming election. She's keen to build her profile in the community and, knowing you have made lots of connections through your years in the public sector, she asks you to facilitate introductions to some of your work contacts to assist with her campaign.

**Do you join her out on the campaign?**

### Values to Consider:



**RESPONSIVENESS**



**INTEGRITY**



**IMPARTIALITY**



**HUMAN RIGHTS**

# CONDUCT QUICK TEST

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SCENARIO SIX

# RESPONSE CARD

CORPORATE

Values to Consider:



RESPONSIVENESS



INTEGRITY



IMPARTIALITY



HUMAN RIGHTS

You are friends with a local candidate for the upcoming election. She's keen to build her profile in the community and, knowing you have made lots of connections through your years in the public sector, she asks you to facilitate introductions to some of your work contacts to assist with her campaign.

**Do you join her out on the campaign?**

## RESPONSE

We all have a right to our own political beliefs, but as public sector employees, we need to be careful about acting impartially. If you want to help with your friends campaign you should discuss with your manager and seek permission. If you do go ahead, it is important to be clear that you are acting in your personal capacity and not a representative of the Department. We should never use our public roles for political purposes. Consider how different members of the community may perceive your involvement in the campaign.



SCENARIO SEVEN

# QUESTION CARD

CORPORATE

Your colleague sends humorous messages to a group of colleagues each week. This week includes a picture that you think is racist and could offend others.

**What do you do?**

Values to Consider:



RESPECT



LEADERSHIP



HUMAN RIGHTS

# CONDUCT QUICK TEST

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SCENARIO SEVEN

# RESPONSE CARD

CORPORATE

Values to Consider:



RESPECT



LEADERSHIP



HUMAN RIGHTS

Your colleague sends humorous messages to a group of colleagues each week. This week includes a picture that you think is racist and could offend others.

**What do you do?**

## RESPONSE

We all have the right to work in a respectful workplace. You should tell your colleague that the email was offensive and explain why. Most of us find it easy to tell someone that we don't want to be included in poor behaviour, but the challenge is taking steps to let your colleague know that this shouldn't happen again. You could ask your colleague to make sure his emails are appropriate and encourage him to send an email to the group to apologise.

## SCENARIO EIGHT

# QUESTION CARD

CORPORATE

You are responsible for scheduling weekly team meetings. Last year, the meetings were scheduled every Monday at 2pm. Some team members have asked for the meetings to be scheduled at 4pm. You are aware that some staff members have flexible work arrangements and leave at 3pm each day, to collect their children from school.

**Do you consider other times?**

### Values to Consider:



IMPARTIALITY



RESPECT



LEADERSHIP



HUMAN RIGHTS

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SCENARIO EIGHT

# RESPONSE CARD

CORPORATE

Values to Consider:



IMPARTIALITY



RESPECT



LEADERSHIP



HUMAN RIGHTS

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**Do you consider other times?**

## RESPONSE

A good way to show leadership is to be inclusive and demonstrate respect. Consider a time when everyone can attend by supporting staff to move existing commitments. If this isn't possible, consider alternating the times for meeting and ensure staff who cannot attend are updated and included in the decision making.



SCENARIO NINE

# QUESTION CARD

CORPORATE

You are going to a friend's wedding on the weekend. As your gift to them, you've offered to film the ceremony. You have access to one of the Communication Division's top quality cameras and you know no one is using it.

**Do you borrow the camera?**

Values to Consider:



INTEGRITY



ACCOUNTABILITY



LEADERSHIP

# CONDUCT QUICK TEST

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SCENARIO NINE

# RESPONSE CARD

CORPORATE

Values to Consider:



INTEGRITY



ACCOUNTABILITY



LEADERSHIP

You are going to a friend's wedding on the weekend. As your gift to them, you've offered to film the ceremony. You have access to one of the Communication Division's top quality cameras and you know no one is using it.

**Do you borrow the camera?**

## RESPONSE

Borrowing work resources, even if you get permission, is a slippery slope and best avoided. Think about your colleagues' perception. Were you making money out of it? Will you be using it every weekend? Are they now able to borrow the camera, or other expensive equipment, whenever they like?

SCENARIO TEN

# QUESTION CARD

CORPORATE

Your job is to assess and rate childcare centres across the state against the national framework. Your child is currently on the waiting list to attend a highly rated childcare centre that is close to your house. You are thinking about sending an email to the centre, from your work account, to check the status of your child's application.

**Do you send an email from your work account?**

Values to Consider:



INTEGRITY



IMPARTIALITY

# CONDUCT QUICK TEST

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SCENARIO TEN

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Values to Consider:



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IMPARTIALITY

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**Do you send an email from your work account?**

## RESPONSE

You should always avoid using your public role for personal gain. Even the small act of sending an email with your work signature block could compromise your integrity and the Departments. You could use your personal email address or be clear with the childcare centre that your position should not affect your status on the waiting list.



SCENARIO ELEVEN

# QUESTION CARD

CORPORATE

You are an avid Facebook user and you list multiple details about yourself, including your employer, on your profile. After a boozy night out, you post a photo of you and your mates swigging from bottles of vodka.

**Is there a problem with a photo like that being on your private Facebook page?**

Values to Consider:



IMPARTIALITY



ACCOUNTABILITY



LEADERSHIP

# CONDUCT QUICK TEST

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Values to Consider:



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You are an avid Facebook user and you list multiple details about yourself, including your employer, on your profile. After a boozy night out, you post a photo of you and your mates swigging from bottles of vodka.

**Is there a problem with a photo like that being on your private Facebook page?**

## RESPONSE

While social media might seem private, it is really a public forum. You should always consider how your conduct outside of work can reflect on your reputation and that of the Department. If you want your private life to stay private, don't post anything on social media you wouldn't want your colleagues or stakeholders to see.

SCENARIO TWELVE

# QUESTION CARD

CORPORATE

Your team is desperate to fill an ongoing vacancy. One of your colleagues has a daughter who has 10 years' similar experience and can start straight away.

**Do you hire her?**

Values to Consider:



INTEGRITY



IMPARTIALITY



ACCOUNTABILITY

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SCENARIO TWELVE

# RESPONSE CARD

CORPORATE

Values to Consider:



INTEGRITY



IMPARTIALITY



ACCOUNTABILITY

Your team is desperate to fill an ongoing vacancy. One of your colleagues has a daughter who has 10 years' similar experience and can start straight away.

**Do you hire her?**

## RESPONSE

No matter the time pressures or cost savings, recruitment and selection must be transparent, fair and merit-based. The rigour of this process is particularly important if a family member applies. Be mindful that hiring a family member, regardless of her suitability for the role, can lead to the perception of bias. To avoid a conflict of interest, make sure your colleague does not participate in the selection process. If the family member is successful, make sure you think about how to manage any ongoing conflicts of interest that could come up with two family members working together.



SCENARIO THIRTEEN

# QUESTION CARD

CORPORATE

You're a director and recently attended a meeting run by someone in your team. At that meeting, one of the managers from another team continuously spoke over the top of staff members and regularly cut them off whilst they were contributing to the discussions.

**Should you do anything?**

Values to Consider:



INTEGRITY



RESPECT



LEADERSHIP

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SCENARIO THIRTEEN

# RESPONSE CARD

CORPORATE

Values to Consider:



INTEGRITY



RESPECT



LEADERSHIP

You're a director and recently attended a meeting run by someone in your team. At that meeting, one of the managers from another team continuously spoke over the top of staff members and regularly cut them off whilst they were contributing to the discussions.

**Should you do anything?**

## RESPONSE

We all contribute to the Department's culture. As a leader in the Department it is important to call out behaviours that are inconsistent with DET's values. You could do this by intervening in the meeting, talking to the manager privately afterwards or raising the issue with the manager's supervisor. At future meetings you could emphasise the importance of respectful interactions.

SCENARIO FOURTEEN

# QUESTION CARD

CORPORATE

You're saving up to go on holiday so you have started doing some paid work as an uber driver in the evenings. While you love the extra money, you are finding you get very tired and are struggling with your work demands.

**What do you do?**

Values to Consider:



RESPONSIVENESS



INTEGRITY

# CONDUCT QUICK TEST

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SCENARIO FOURTEEN

# RESPONSE CARD

CORPORATE

Values to Consider:



**RESPONSIVENESS**



**INTEGRITY**

You're saving up to go on holiday so you have started doing some paid work as an uber driver in the evenings. While you love the extra money, you are finding you get very tired and are struggling with your work demands.

**What do you do?**

## RESPONSE

All employees are required to seek permission for other employment. You should have advised your manager of your other employment and gained permission. If the uber driving is impacting on your primary role you need to consider changes you can make. If these changes are ineffective, you might need to make a decision about which job you want to continue. The work we do at the Department is important and we need to try to do our best work at all times.



SCENARIO FIFTEEN

# QUESTION CARD

CORPORATE

While reviewing an invoice for approval you notice some charges that do not appear to be work related.

**What do you do?**

Values to Consider:



INTEGRITY



ACCOUNTABILITY

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SCENARIO FIFTEEN

# RESPONSE CARD

CORPORATE

Values to Consider:



INTEGRITY



ACCOUNTABILITY

While reviewing an invoice for approval you notice some charges that do not appear to be work related.

**What do you do?**

## RESPONSE

We all have a responsibility to make sure public money is used for appropriate purposes. If you have doubts you should get more information. This might mean talking to the person who spent the public money directly or discussing the matter with your manager.

SCENARIO SIXTEEN

# QUESTION CARD

CORPORATE

There is work to be outsourced and you have been requested to use a particular supplier. They have received positive feedback and the work needs to be completed fast.

**What do you do?**

Values to Consider:



RESPONSIVENESS



INTEGRITY



IMPARTIALITY



ACCOUNTABILITY

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**The feel test**

What's my intuition or gut feel? If it feels bad or wrong, then it probably is.

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SCENARIO SIXTEEN

# RESPONSE CARD

CORPORATE

Values to Consider:



RESPONSIVENESS



INTEGRITY



IMPARTIALITY



ACCOUNTABILITY

There is work to be outsourced and you have been requested to use a particular supplier. They have received positive feedback and the work needs to be completed fast.

**What do you do?**

## RESPONSE

It is important to ask questions to make sure you have all the information. Spending public money wisely for its intended purpose is an important part of behaving with integrity. Proper procurement processes help us to ensure public money is spent appropriately, all suppliers are treated fairly and the Department gets the best value for money. If you're not sure, seek advice from the Procurement Division.



SCENARIO SEVENTEEN

# QUESTION CARD

CORPORATE

You are finalising a contract with a supplier who has sent you an expensive bottle of wine valued at \$300 with a note that thanks you for considering their proposal.

**What do you do?**

Values to Consider:



INTEGRITY



IMPARTIALITY



ACCOUNTABILITY

# CONDUCT QUICK TEST

Not sure if a decision or action is in line with the Public Sector Code of Conduct and Values? Do the conduct quick test.

**The values test**

Does it fit with the values?

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**The safety test**

Could it directly or indirectly create a risk to health (physical or psychological), wellbeing and safety?

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**The law test**

Is it legal and in line with our policies and standards?

---

**The impact test**

Would I still take this option, if it was my business, money, time or equipment?

---

**The newspaper test**

If the story appeared in the paper, would I feel comfortable with the decision?

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**The family test**

Is it what I would tell my partner, child, family member to do?

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**The feel test**

What's my intuition or gut feel? If it feels bad or wrong, then it probably is.

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SCENARIO SEVENTEEN

# RESPONSE CARD

CORPORATE

Values to Consider:



INTEGRITY



IMPARTIALITY



ACCOUNTABILITY

You are finalising a contract with a supplier who has sent you an expensive bottle of wine valued at \$300 with a note that thanks you for considering their proposal.

**What do you do?**

## RESPONSE

You should always avoid using your public role for personal gain. It is also essential that public money is handled with the utmost integrity. You should graciously not accept the gift and advise the supplier why you can't accept the gift. By having this conversation with the supplier you are helping them understand the behaviour the public sector expects from them. To protect the integrity of the procurement process, you should also record what has happened on the gifts benefits and hospitality register.

## SCENARIO EIGHTEEN

# QUESTION CARD

CORPORATE

You are a manager of a team of project officers. Every now and then, your team members use the Department's cars to run training programs. One of your staff advises you they heard from a friend that their colleague used one of the Department's car on a weekend away to Daylesford.

**What would you do?**

### Values to Consider:



INTEGRITY



ACCOUNTABILITY



LEADERSHIP

# CONDUCT QUICK TEST

Not sure if a decision or action is in line with the Public Sector Code of Conduct and Values? Do the conduct quick test.

**The values test**

Does it fit with the values?

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**The safety test**

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## SCENARIO EIGHTEEN

# RESPONSE CARD

CORPORATE

### Values to Consider:



INTEGRITY



ACCOUNTABILITY



LEADERSHIP

You are a manager of a team of project officers. Every now and then, your team members use the Department's cars to run training programs. One of your staff advises you they heard from a friend that their colleague used one of the Department's car on a weekend away to Daylesford.

**What would you do?**

## RESPONSE

As a manager, it is important to take appropriate action about possible inappropriate behaviour when it comes to your attention. In this case, you should get the facts by checking the Department's records and talking to the staff member involved. If you come to the view your staff member did the wrong thing you will need to decide what to do next. If you're not sure, you should seek advice from the Employee Conduct Branch.



SCENARIO NINETEEN

# QUESTION CARD

CORPORATE

You will be staying overnight for a work conference in a nice hotel. When you mention this to your partner he suggests coming along as it's only a small additional cost of \$30 for an extra person and the Department might not even notice the additional amount.

**Do you invite your partner to join?**

Values to Consider:



INTEGRITY



ACCOUNTABILITY

# CONDUCT QUICK TEST

Not sure if a decision or action is in line with the Public Sector Code of Conduct and Values? Do the conduct quick test.

**The values test**

Does it fit with the values?

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**The safety test**

Could it directly or indirectly create a risk to health (physical or psychological), wellbeing and safety?

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SCENARIO NINETEEN

# RESPONSE CARD

CORPORATE

Values to Consider:



INTEGRITY



ACCOUNTABILITY

You will be staying overnight for a work conference in a nice hotel. When you mention this to your partner he suggests coming along as it's only a small additional cost of \$30 for an extra person and the Department might not even notice the additional amount.

**Do you invite your partner to join?**

## RESPONSE

It might be okay for your partner to join you, but the best approach is to be transparent. You can do that by talking to your manager about the idea and making sure you personally cover any additional fees.

SCENARIO TWENTY

# QUESTION CARD

CORPORATE

You're a manager of a team of policy officers. One of your staff members is in a same-sex relationship and has two children with her partner. She has a family photo on her desk. Another staff member complains to you that the photo makes him feel uncomfortable.

**What do you do?**

Values to Consider:



LEADERSHIP



HUMAN RIGHTS

# CONDUCT QUICK TEST

Not sure if a decision or action is in line with the Public Sector Code of Conduct and Values? Do the conduct quick test.

**The values test**

Does it fit with the values?

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**The safety test**

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What's my intuition or gut feel? If it feels bad or wrong, then it probably is.

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SCENARIO TWENTY

# RESPONSE CARD

CORPORATE

Values to Consider:



LEADERSHIP



HUMAN RIGHTS

You're a manager of a team of policy officers. One of your staff members is in a same-sex relationship and has two children with her partner. She has a family photo on her desk. Another staff member complains to you that the photo makes him feel uncomfortable.

**What do you do?**

## RESPONSE

The Department is committed to diversity and inclusion. We need to make everyone feel welcome and included, regardless of their circumstances, background, or personal preferences. You could discuss this with your staff member and explain why a diverse workforce is so important.