

NSW Department of Education – Code of Conduct 2017

Post Separation Employment

Prior to separation

- As a departmental employee, you must not use your position unfairly to improve your own prospects of future employment. If you allow your work to be improperly influenced by plans for, or offers of, employment outside the Department there is a conflict of interests and your integrity and that of the Department is at risk.
- You must return any property you have belonging to the Department.

After separation

- When you cease employment with the Department, you should not use or take advantage of any confidential information obtained in the course of your official duties until it has become publicly available.
- As a current employee, you must be careful in your dealings with former employees of the Department and make sure that you do not give them, or appear to give them, favourable treatment or access to privileged information.
- You should report any attempts made by former employees to influence or lobby you about the Department's activities to your supervisor or line manager.

Example of **inappropriate** conduct would include:

- A former employee now works for a private registered training organisation, which competes with TAFE NSW. Before leaving the Department, the employee downloaded teaching resources and used them to benefit her new employer.

Example of **appropriate** conduct would include:

- A Department manager of a section that employs contractors to supply a service decides to resign and set up his own business to supply the same service to the Department. Clearly, the manager has an unfair advantage over other competitors as he has detailed knowledge of the Department's requirements and tendering processes and established relationships with the Department's current employees who might be involved in awarding the contract. The employee declares the conflict of interests and ensures that any decisions made in relation to the contracting are made together with an independent person.

Source: <https://education.nsw.gov.au/about-us/rights-and-accountability/department-of-education-code-of-conduct/professional-conduct>