






# DET'S VALUES QUICK REFERENCE GUIDE

Value	Code of Conduct definition	The meaning for DET	Representative behaviours for DET
 <b>RESPONSIVENESS</b>	<p><b>Public officials should demonstrate responsiveness by:</b></p> <ul style="list-style-type: none"><li>• providing frank, impartial and timely advice; and</li><li>• providing high quality services to the Victorian community; and</li><li>• identifying and promoting best practice</li></ul>	<p><i>"We respond in a timely way with our best work"</i></p>	<p><b>We always:</b></p> <ul style="list-style-type: none"><li>• care about the quality of our services and programs, and aim to be the best</li><li>• strive to provide efficient and timely service, honest advice, and information based on all available facts</li><li>• remain committed to ensuring that the public has a high quality education system that gives opportunities for all</li><li>• strive to make a difference and seek better ways to do our work</li><li>• respond promptly and get our work done well</li><li>• remain apolitical, ensuring we do not use our positions to support personal political preferences</li></ul>
 <b>INTEGRITY</b>	<p><b>Public officials should demonstrate integrity by:</b></p> <ul style="list-style-type: none"><li>• being honest, open and transparent in their dealings; and</li><li>• using powers responsibly; and</li><li>• reporting improper conduct; and</li><li>• avoiding any real or apparent conflicts of interest; and</li><li>• striving to earn and sustain public trust of a high level</li></ul>	<p><i>"We are honest, ethical and transparent"</i></p>	<p><b>We always:</b></p> <ul style="list-style-type: none"><li>• spend money wisely for its intended purpose</li><li>• ask questions, raise issues, speak up and report unethical behaviour and misconduct</li><li>• avoid or manage potential or perceived conflicts of interest</li><li>• carry out our work safely and avoid conduct that puts ourselves or others at risk</li><li>• deliver on our promises and avoid conduct in our work or personal lives that may diminish the public's trust</li><li>• act honestly, openly and consultatively in the performance of our work and use our positions fairly and responsibly</li></ul>
 <b>IMPARTIALITY</b>	<p><b>Public officials should demonstrate impartiality by:</b></p> <ul style="list-style-type: none"><li>• making decisions and providing advice on merit and without bias, caprice, favoritism or self-interest; and</li><li>• acting fairly by objectively considering all relevant facts and fair criteria; and</li><li>• implementing Government policies and programs equitably</li></ul>	<p><i>"We behave in the best interests of the public by making fair and objective decisions"</i></p>	<p><b>We always:</b></p> <ul style="list-style-type: none"><li>• make decisions based on the best available facts, evidence, information and arguments</li><li>• provide clear and proper reasons for the decisions we make</li><li>• act fairly, consistently, objectively and with equality (in all our interactions and actions)</li><li>• avoid being influenced by offers of gifts, benefits or hospitality and adhere to DET policy</li><li>• follow agreed processes and manage issues consistently, fairly and in a timely manner</li></ul>

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 <p><b>ACCOUNTABILITY</b></p>	<p><b>Public officials should demonstrate accountability by:</b></p> <ul style="list-style-type: none"> <li>• working to clear objectives in a transparent manner; and</li> <li>• accepting responsibility for their decisions and actions; and</li> <li>• seeking to achieve best use of resources; and</li> <li>• submitting themselves to appropriate scrutiny</li> </ul>	<p><i>“We hold ourselves and others to account for the work that we do”</i></p>	<p><b>We always:</b></p> <ul style="list-style-type: none"> <li>• use work resources responsibly and appropriately</li> <li>• engage genuinely with the community</li> <li>• use, share and disclose information as intended</li> <li>• consider and accept the consequences of our actions and own our decisions</li> <li>• know what we need to do in our work and take responsibility to achieve it</li> <li>• act and make lawful and transparent decisions within our level of authority</li> </ul>
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 <p><b>RESPECT</b></p>	<p><b>Public officials should demonstrate respect for colleagues, other public officials and members of the Victorian community by:</b></p> <ul style="list-style-type: none"> <li>• treating them fairly and objectively; and</li> <li>• ensuring freedom from discrimination, harassment and bullying; and</li> <li>• using their views to improve outcomes on an ongoing basis</li> </ul>	<p><i>“We value others and accept their differences”</i></p>	<p><b>We always:</b></p> <ul style="list-style-type: none"> <li>• treat everyone in a considerate, fair and courteous manner</li> <li>• maintain confidentiality and treat private information properly</li> <li>• recognise the achievements of others and share team success</li> <li>• listen and encourage everyone to explain ideas and actions</li> <li>• ensure that everyone has the right tools to do their work</li> <li>• collaborate and engage constructively with each other working towards a common goal</li> </ul>
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 <p><b>LEADERSHIP</b></p>	<p><b>Public officials should demonstrate leadership by actively implementing, promoting and supporting these values</b></p>	<p><i>“We are genuine, supportive and do the right thing”</i></p>	<p><b>We always:</b></p> <ul style="list-style-type: none"> <li>• act in a genuine and authentic way, modelling DET’s Values and support others to do so</li> <li>• walk the talk and match our actions with our words - others can rely on us to do as we promise</li> <li>• promote frank and honest discussions and have courage to challenge the status quo</li> <li>• acknowledge the great ideas of others that improve the way we work</li> <li>• help others to be accountable for their actions, decisions and their own development</li> <li>• make choices and take actions that promote a safe working environment for everyone</li> </ul>
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 <p><b>HUMAN RIGHTS</b></p>	<p><b>Public officials should respect and promote the human rights set out in the Charter of Human Rights and Responsibilities by:</b></p> <ul style="list-style-type: none"> <li>• making decisions and providing advice consistent with human rights; and</li> <li>• actively implementing, promoting and supporting human rights</li> </ul>	<p><i>“We uphold and respect the rights of others”</i></p>	<p><b>We always:</b></p> <ul style="list-style-type: none"> <li>• are inclusive and embrace equal rights for all</li> <li>• make sure everyone can be involved, regardless of their circumstances, background, or personal preferences</li> <li>• respect the rights of others</li> <li>• report any suspected breaches of human rights</li> <li>• promote the Charter of Human Rights and Responsibilities in all our interactions and activities, with our colleagues, our students, our parents and in our communities</li> </ul>
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