

Employees can not have any employment, consulting or other business relationships with a competitor, customer, or supplier of the RFDS. This excludes Medical Practitioners where they undertake work as professional development with the approval of the Chief Medical Officer / Health Services General Manager (or equivalent).

The RFDS must not be used to support any political parties, members of parties or an independent politician either in Australia or overseas by contributions, donations, services or other resources. Employees who participate in political activities are to ensure that such involvement does not conflict with their professional responsibilities. When performing their workplace duties, employees must present themselves in a politically neutral manner.

Employees who are requested to do anything that would place them in breach of this must in the first instance notify management immediately and the prior written consent of the CEO must be obtained prior to engaging in any activity which may cause a conflict with their obligations to the RFDS.

3.5 Outside Employment

It is not the intent of the RFDS to discourage employees from involving themselves in outside employment as the benefit of such activities in matters such as skill maintenance are acknowledged. However, employees (including part-time and casuals) have a shared responsibility with the RFDS to ensure they are able to attend work in a physical and emotional condition consistent with 'Safe Work Practices'. That is, we all have an obligation to perform our work responsibilities with a level of well-being and health so as to be fully functional and fit for duty and therefore agree our obligations to the RFDS take priority over outside employment.

Procedure

Upon commencement, all RFDS employees (including part-time and casual employees) are required to complete and submit an Outside Employment Compliance form detailing any employment, paid or unpaid they undertake, outside of the RFDS.

In the event an employee does not undertake outside employment at the time of their commencement with the RFDS, but subsequently commences outside employment, they are also required to complete and submit a compliance form at the time of commencing outside employment. The compliance form must detail the following information:

1. Name of external employer or agency, and general business description
2. Hours of employment and frequency of employment (e.g. one day per week)
3. Actual duties involved in employment
4. Any special features such as the location of the work and known risks or hazards associated in performance of the work and any other factors that may be relevant in the context of the employee engaging in a second job
5. Confirmation that outside activity does not involve the use of RFDS property, information, money, facilities, time or the service of fellow workers

Although generally not permitted, it is at the sole discretion of the individual section as to whether right of private practice is granted or additional employment outside the RFDS is permitted for full-time Medical Practitioners, nurses or pilots.

Automatic endorsement of outside employment is not granted by the RFDS until email confirmation has been received by the relevant Department/Discipline Manager or General Manager. It is important to note that the RFDS reserves the right to withdraw its endorsement if the external employment results in any of the following:

- Breach of law
- Any impact on the RFDS' operational capabilities or conflict of interest between the duties performed outside the RFDS and those performed within the RFDS, e.g. outside employment during any period for which the employee is on-call or on-reserve at the RFDS
- The employee is engaging in outside employment which will cause or exacerbate the employee to be fatigued or in breach of occupational health and safety requirements applicable to their employment with the RFDS.
- Exposure of the employee to injury or illness that could involve superannuation and / or workers' compensation payments
- Any other detrimental outcomes as a result of outside employment that might be relevant in a particular role

Compliance forms become invalid and must be re-submitted in the event that:

- The nature and circumstances of the outside employment changes
- The nature and the location of the employee's employment in the RFDS changes
- The external employment ceases

- It becomes evident that 'Safe Work Practice' principles are breached.

It is important to note that the Long Service Leave Act states that "a worker must not, whilst on long service leave, engage in any other employment *in place* of the employment in relation to which the right to leave accrued".

3.6 Receipt of Benefits / Acceptance of Gifts

The RFDS recognises that on occasions a client or patient may show appreciation to employees for exceptional services. A gift includes a present, an award, hospitality, a prize, cash, discounts, remuneration of any nature, services, travel, entertainment or accommodation by any person or organisation other than the RFDS.

While giving and receiving of tokens of esteem is part of normal business practice, there are times when this is not acceptable. Employees will be expected to act professionally in assessing what is a reasonable level of gratitude, and not place themselves in a situation where their position within the organisation could be perceived to be compromised by the acceptance.

An acceptable gift is a gift having a value of less than \$100 or a gift from others to mark occasions such as retirement, marriage or promotion, etc. If a gift is received that is of value greater than \$100 then employees must declare it in writing to their respective General Manager.

In instances where an employee receives an invitation to a corporate event (or related) on which it is difficult to place a monetary value, the General Manager should be notified and approval sought.

If an offer or gift is intended to influence decisions with respect to work performed, or future services, it should not be accepted. In addition, where an offer could be perceived as having the potential to influence decisions, such an offer should also be politely declined. Any unsolicited gift to this nature should be promptly and publicly returned.

3.7 Hawking

Employees are permitted to sell raffle tickets or other goods in the workplace provided that these activities do not disrupt RFDS business.

Subject to CEO approval, individuals and groups from outside the RFDS may be permitted to enter the workplace to sell their wares or raffle tickets.

3.8 Dress Code & Grooming - General Standards

RFDS employees are expected to present themselves professionally and to project a positive image of the RFDS by their appearance and grooming at all times. The following principles must be adhered to:

- Modest necklines
- Appropriate accessories
- All items laundered and in good repair
- No extremes in fashion (clothing and footwear)
- Reasonable length skirts

All employees are responsible for providing and maintaining suitable footwear, except where a specific HS&E requirement applies, e.g. for engineers. Enclosed black, brown or navy leather footwear without laces is recommended for flight crew.

Employees Not Provided with Corporate Wardrobe / Uniforms

Employees not provided with uniforms are required to maintain a professional business-like appearance and attire consistent with community standards and giving consideration to customer base, physical location, accepted local standards, and the principles listed above.