



## Code of Conduct

### Corporate Vision

The Victorian Group Training Co Ltd (VGTC) Vision is to be the strongest representative of a Group Training Organisation within Victoria, delivering products and services to the standard of excellence that meet the needs of our customers and new clients, adding value to their respective businesses.

VGTC will develop a strong and effective representative voice of the diverse labour interests in Victoria, which is supported by using all available resources and high quality professional service.

### Code of ethics

Victorian Group Training Co Ltd (VGTC) will at all times protect our client's interest. VGTC will treat all employees with integrity and respect their right to success.

VGTC will meet all legal obligations and conform to relevant Commonwealth and State legislation.

VGTC will provide a safe workplace, free from all forms of abuse and ensure that all occupational health and safety requirements are addressed.

VGTC will provide mentoring and support to its Employees and Host Employers, giving advice on their rights and responsibilities and ensure all parties are aware of the required obligations of a Host employer and a contracted employee.

### Compliance with Government Legislation and Regulations

VGTC and staff will undertake to comply with Commonwealth, State and Territory Legislations and regulations relevant to its operations. They are an integrated part of VGTC policies. VGTC staff is fully aware of the obligations, relating to their duties, and procedures.

### Access and Equity

In line with obligations under Commonwealth legislation, the Victorian Group Training Company Ltd is committed to promoting a fair and equitable environment for staff and clients that is free from discrimination, harassment and vilification. Refer to 052 Access and Equity Policy and Procedure.