

## Determination

Required by the *Electoral Act 2004*, section 27(2)

Determined by the Tasmanian Electoral Commission 9 June 2020

The Tasmanian Electoral Commission determined under section 27(2) of the *Electoral Act 2004* the additional terms and conditions of employment in attachment 10.1.1.

Attachments:

10.1.1 - Terms and Conditions of Employment.

# Tasmanian Electoral Commission Terms and Conditions of Employment

(as per section 27 of the 2004 Electoral Act)

Any person working for the TEC is expected to uphold a high degree of integrity in their conduct during their appointment. The professional conduct of elections maintains the public's trust and confidence in Tasmania's electoral processes.

## General behaviour

The employee must in the course of employment:

- act with care and diligence.
- behave honestly and with integrity.
- treat everyone with respect and without harassment, victimisation or discrimination.
- carry out their duties in accordance with TEC procedures and instructions.
- act with complete transparency and immediately report any errors, issues or uncertainties to their supervisor.
- comply with any reasonable direction given by a supervisor or senior TEC staff.
- provide timely and responsive service and respond to customer needs.
- demonstrate high standards of demeanour and punctuality.
- use Tasmanian Government resources in a proper manner.
- at all times behave in a way that does not adversely affect the integrity and good reputation of the TEC.

## Confidentiality

The employee must:

- maintain appropriate confidentiality about any dealings or information acquired in the course of their duties.
- not make any unauthorised audio, video or photographic recording inside a TEC operated venue.
- only access information necessary for the successful completion of their duties and only when access to that information is authorised.

## Impartiality

The employee must:

- refrain from commenting on political matters or exhibiting any political bias while in the employ of the TEC.
- disclose, and take reasonable steps to avoid, any conflict of interest in connection with the employee's TEC employment.
- decline gifts or hospitality offered in the performance of their duties.

## Social media

The employee must:

- consider the consequence of any comment posted to social media, ensuring that it does not compromise the perception of political neutrality while employed by the TEC.
- exercise extreme care when participating in social media discussions to not explicitly or implicitly suggest an official position of the TEC.