LaunchVic Code of Conduct Summary

Purpose

Our goal is to create a productive, welcoming and inclusive environment for all stakeholders of the Victorian startup ecosystem. To that end, we have adopted this Code of Conduct in order to support and welcome everyone to our community and to support our work on behalf of the Victorian startup ecosystem.

Scope

This Code of Conduct outlines our expectations for all those who work for, or with, LaunchVic. We require all participants to abide by this Code of Conduct and to report any breaches to the CEO of LaunchVic or to one of the CEO's direct reports. Any behaviour which constitutes Improper Conduct (as defined by the *Public Interest Disclosure Act 2012*) must be reported to The Independent Broad-based Anti-corruption Commission (IBAC).

This Code of Conduct applies in any setting or activities associated with LaunchVic, including offices, work events, social outings, conferences, phone calls, video conferences, emails, chat, social media, blogs, or other online communication.

Proven failure to comply with this Code of Conduct may lead to disciplinary action, up to and including termination of employment (for staff) and termination of contract (for grant recipients, suppliers, etc.).

Introduction

Our passionate support for the Victorian startup ecosystem positions us as leaders and we demonstrate our leadership by positively influencing, inspiring and empowering others. We encourage and respect independent, innovating thinking. To this end our four key principles are: collaboration; integrity; inclusivity; and agility.

Demonstrating Collaboration

We encourage a collaborative working environment by:
- Working co-operatively with our colleagues and, more broadly, stakeholders of the startup ecosystem;
- Actively seeking the professional opinions of stakeholders whenever possible;
- Being open, honest and transparent with our colleagues and through our communications;
- Sharing lessons, and working on suitable solutions to any problems that arise; and
- Working proactively to give back to the startup community.

Demonstrating Integrity

We demonstrate integrity by:
- Conducting business in an honest, ethical, and accountable way;
- Achieving the best use of public resources by observing the highest standards of integrity in relation to financial matters and avoiding any real or apparent conflicts of interest;
- Protecting and securing sensitive, confidential or personal information;
- Respecting our legal agreements and not attempting to circumvent their intentions;
- Not operating under the influence of alcohol or illegal drugs;
- Ensuring LaunchVic staff adhere to company policies and procedures; and
- Reporting to an appropriate authority any non-compliant, illegal or unethical conduct, or conduct that is a danger to public health or safety, or to the environment. To support this LaunchVic has a Whistleblower Policy and provides access to an anonymous whistleblower hotline service
  - By phone at 1300 30 45 50
  - Online at https://launchvic.stoplinereport.com
  - By email at launchvic@stopline.com.au

Demonstrating Inclusivity

We demonstrate inclusivity by:
- Committing to non-hostile, open, and welcoming working environments including by communicating professionally and appropriately at all times;
- Creating an environment that is free from discrimination, harassment, bullying victimisation or vilification and complying with relevant laws;
- Respecting our colleagues and, more broadly, stakeholders of the Victorian startup ecosystem by treating them fairly and objectively;
- Valuing diversity; and
- Supporting and learning from each other and accepting differences in personal style.

Demonstrating Agility

We demonstrate agility by:
- Providing impartial, timely and apolitical advice to our stakeholders;
- Providing high quality services in an equitable, prompt and professional manner that positively impact the Victorian startup community;
- Dealing with issues consistently, fairly and in a timely manner; and
- Committing to continuous improvement by identifying and promoting best practice.