

# SCENARIO

## USE OF WORK RESOURCES

### Party favours

Lyn's work life is frantic at the moment. Her colleague recently resigned from her role in the events teams and Lyn is doing the job of two people, coming in early, working until quite late at night and skipping lunch. She has limited time to do what she needs to do at work, let alone have a life outside. It's bad timing as her 40<sup>th</sup> birthday is coming up and she wants to have a big celebration.

Time is ticking so she starts making a few calls on the work phone – just booking the venue and catering. No-one notices because she's often calling suppliers for work events.

Because she's been spending a lot of time at work lately (and only getting paid for doing one job) she feels like she's justified in doing some of her party planning there. When she comes to designing the invitation she asks her colleague Vicki to help her. Vicki normally does the invitations for the team so she can pull something together quickly. And she doesn't mind helping out as she knows Lyn's under a lot of pressure.

Lyn prints the invitations out at work and, because she doesn't have time to buy envelopes, sends them out via the work mail system.

### What are the ethical issues?

- Use of work resources
- Not acting in the public interest
- Influencing a colleague's ethical behaviour in the workplace.
- Not reporting misconduct

### What processes should be in place to manage these risks?

- Clear policies in relation to the use of work equipment
- Regular auditing and recording of equipment usage
- Regular discussion about ethical issues (including use of work resources) at team meetings.





## **Are there any circumstances under which Lyn should be able to use work resources for personal reasons?**

An agency may allow 'reasonable personal use' of work resources. In this scenario 'reasonable personal use' may apply to Lyn's use of the work phone to make calls during her lunch hour, or to Vicki's use of the computer to design the invitations during her lunch hour. Employees should check what 'reasonable personal use' means for their agency and never just assume that it is permitted.

*Information used in this scenario is not based in fact, but has been created for the purpose of education and discussion. Any likeness to real persons or events is coincidental.*

