

USE OF WORK RESOURCES

TIPS FOR MANAGING STAFF

ACTIVELY MANAGE THE RISK AREAS

- ✓ use of information technology - including internet, email and phones
- ✓ use of agency vehicles
- ✓ use of workplace tools and equipment
- ✓ hiring, renting or borrowing of workplace tools and equipment
- ✓ disposal of scrap materials and equipment
- ✓ use of workplace resources and consumables
- ✓ time at work - hours, breaks, leave
- ✓ use of travel allowances, accommodation and time away
- ✓ individual expenditure - including expense accounts, fuel cards and credit cards
- ✓ ordering goods, stock and consumables
- ✓ handling cash

BE FAIR

and allow for reasonable personal use, where appropriate. Clear policies that specify what reasonable use is (and is not) within your agency are strongly recommended.

KEEP IT ON THE AGENDA

- ⇒ discuss the risks regularly at meetings
- ⇒ make policies and procedures visible on the staff intranet and in staff areas
- ⇒ include policies, procedures and the code of conduct in professional learning and performance management
- ⇒ take visible action when resources are misused - coach and guide where you can, and report misconduct when it occurs
- ⇒ reward staff for identifying and reducing misuse of resources, wastage of resources and theft

BE CONSCIENTIOUS

about using the procedures and systems that your agency has in place for checking employee expenditure, time and use of resources. This communicates a firm and consistent ethical culture to all employees.

BE CLEAR about the consequences of misuse

- ⇒ sanctions, penalties and termination
- ⇒ investigation within your agency
- ⇒ investigation by Tasmania Police or by the Integrity Commission

about what employees should do if they see misuse

- ⇒ how should they handle it
- ⇒ who they should report it to
- ⇒ how they should report

ENCOURAGE YOUR STAFF

- ⇒ to identify resource risk areas
- ⇒ to identify where policies and procedures around resource use are lacking
- ⇒ to report misconduct when they see it

HELP NEW STAFF

with a thorough induction that includes use of resources, reasonable personal use and all relevant policies

LEAD BY EXAMPLE

ethical culture and proper use of resources flows from the top

