

'Use of Work Resources' explores the risk areas for misusing work resources and the consequences of misuse for the individual, the agency and the public.

The key concept in this module is that work resources are there for public sector employees to do their job and serve the public, not for their personal benefit. The module also addresses the impact of cumulative small-scale misuse.

DESIGNED FOR TEAMS

- ◆ Use within team, toolbox or managers' meetings
- ◆ For presentation by managers and team leaders
- ◆ No training experience required
- ◆ Takes 40 minutes
- ◆ Engaging content and activities
- ◆ Relevant for any agency

LEARNING OUTCOMES

On completion, participants should be able to:

1. explain why, as a public sector employee, they should use work resources ethically;
2. describe the consequences of misusing work resources;
3. recognise some of the risk areas for misuse, including the impact of 'small scale' misuse over time; and
4. use tools and resources to help them make ethical decisions about their own use of work resources.

HOW CAN WORK RESOURCES BE MISUSED?

Fraud	<ul style="list-style-type: none"> • Deliberately over-ordering and using surplus goods for personal reasons • Falsifying invoices to dishonestly obtain payments
Theft	<ul style="list-style-type: none"> • Stealing money from takings or petty cash • Theft of equipment that is due for disposal
Waste/ inefficiency	<ul style="list-style-type: none"> • Excessive use of phone, internet, email • Misuse of paid work time for non-work activities
Unauthorised/ inappropriate use	<ul style="list-style-type: none"> • Using work car for personal reasons • Using work internet to access inappropriate material



Time after Time

from Integrity Commission Tasmania

ETHICS AND INTEGRITY TRAINING PROGRAM - Scenario 10

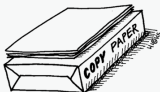
A training scenario on the misuse of time at work and wasting time at work, and how small amounts of time can accu...

WORK RESOURCES WIZARD

Answer a few quick questions about the potential use of work resources and then see how this plays out.

[START >](#)

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It's just one ream of paper
It only costs \$5.50

But what would it cost if:

- I took one home every now and then?
- everyone in my team took one?
- everyone in our agency took one?
- everyone in the state public sector took one?

[Ask the wizard ...](#)

MODULE 8 | USE OF WORK RESOURCES

INCLUDES

- ◆ PowerPoint presentation
- ◆ Video scenarios
- ◆ Handouts
- ◆ Written scenarios
- ◆ *Work Resources Wizard* (software tool)
- ◆ Getting Started Guide
- ◆ Presenter's Guide

AVAILABLE FOR DOWNLOAD

Contact us to request the module for your agency

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