



Frequently Asked Questions – part 2

1. If I'm up-to-date with my public service work, can I use my work computer to check emails for my weekend job?

Unless you have permission to do so, using your work computer for personal or outside employment purposes is considered misconduct. Check your Code of Conduct or ask your supervisor for guidance.

2. My charity does good work in the community and needs all the help they can get. Can I make photocopies to help them out?

No matter how deserving an external club, charity or other entity may be, using public resources to support them is inappropriate. Depending on the circumstances, it may be considered theft.

3. Can I use my department's logo on my resumé?

A logo is considered intellectual property. As a protected work asset, it may only be used according to strict guidelines. You cannot use it on your resumé without permission.

4. Can I take the work car home while my private car is getting serviced?

Unless you have permission to use your work car for personal travel, you can't take it home under any circumstance.

5. Can I post an official photo from a work event to my social media account if I am one of the people in the photo?

Just like equipment or furniture, images are also a valuable work asset. Using an image owned by your agency or department is just like using the work car for personal travel. Unless you have permission, do not post any work images to your social media account, even if you are in them.

6. Can I borrow some petty cash from work to tide me over and repay it after my pay goes through?

Even if you pay it back, taking money from your work is fraud and considered serious misconduct. You should never use work cash for personal items or services.

7. Is it OK for my nephew to wear my work uniform as a costume at his school concert?

If your employer provided the uniform, it is inappropriate for your nephew to borrow it. If you purchased the uniform yourself and it doesn't include any logos, slogans or other forms of intellectual property, then it may be appropriate for your nephew to borrow it. Check with your manager first.

8. There are 50 boxes of photocopy paper in the storeroom so one ream won't be missed. Can I take it home to use in my printer?

Irrespective of whether an asset is missed immediately or not, taking equipment or supplies from work without approval is stealing. This can result in disciplinary action or, depending on the severity, criminal investigation.

9. My personal mobile phone is broken so, until I buy a new one, can I can divert personal calls to my work phone?

You must obtain permission to divert personal calls to your work phone or to make personal calls from your work phone. In most cases, the two uses should be kept separate. Your supervisor or manager can advise you.

10. I have to buy work supplies at the hardware store, and I need a few items for my home renovation. Is it OK to use the work credit card for both if I make up the personal charges in extra time?

It is inappropriate to use any work credit card, charge facility or corporate account for personal items, no matter how small the charge.

11. My mother needs a quick repair job done at her house – can I borrow a couple of work tools as long as I bring them back first thing the next day?

There are many reasons why taking public resources to complete personal jobs is not allowed – including insurance implications, incomplete inventory, damage to equipment and potential loss of equipment. Taking any work assets off-site is considered theft, even if you intend to return them.



The Commission can help

We are available to provide support and assistance with identifying, reporting, investigating, managing and preventing misconduct: prevention@integrity.tas.gov.au or 1300 720 289.

For more Misconduct Prevention resources go to www.integrity.tas.gov.au/resources