

SCEC-Approved Locksmith's Code of Conduct

A SCEC Locksmith must:

- Behave honestly and with integrity in the course of any dealings with the Australian Government, any Australian Government Agency, Australian Public Service (APS) Staff or its Contractor(s);
- Act with care and diligence in the course of any APS related work;
- When acting in the course of APS related work, treat everyone with respect and courtesy, and without harassment;
- When acting in the course of your work, comply with all applicable Australian laws;
- Maintain appropriate confidentiality about dealings that the locksmith may have with any aspect of their work in relation to the Australian Government, any Australian Government Agency, APS Staff or its Contractor(s);
- Maintain appropriate confidentiality about dealings that the locksmith may have with any Australian Government Minister or Minister's member of staff;
- Disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with the Australian Government, any Australian Government Agency, APS Staff or its Contractors;
- Use Commonwealth resources in a proper manner;
- Not provide false or misleading information in response to a request for information that is made for official purposes in connection with the locksmith's work or contractual agreement with the Australian Government or Government Agency;
- At all times behave in a way that upholds the integrity and good reputation of the APS;
- Not make improper use of:
 - inside information,
 - the locksmith's duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person.