

LaunchVic Code of Conduct

Purpose

Our goal is to create a productive, welcoming and inclusive environment for all stakeholders of the Victorian startup ecosystem. To that end, we have adopted this Code of Conduct in order to support and welcome everyone to our community and to support our work on behalf of the Victorian startup ecosystem.

Scope

This Code of Conduct outlines our expectations for all those who work for, or with, LaunchVic. It applies in any setting or activities associated with LaunchVic, including offices, work events, social outings, conferences, phone calls, video conferences, emails, chat, social media, blogs, or other online communication.

LaunchVic's Values

LaunchVic has developed a set of values to which we are committed, as set out in Figure 1. Through this Code of Conduct, we uphold our values at LaunchVic¹.



Figure 1: LaunchVic's Values

We demonstrate our values in the following ways:

1. We act like a startup - we are innovative, bold and resourceful, making deliberate choices about where to invest our time.
 - We are agile.
 - We commit to continuous improvement by testing, learning and adapting
2. Back brilliance - we help each other, founders, investors and ecosystem leaders be their best, providing honest feedback and exceptional support.
 - We are selective about who we help
 - We are open, honest and transparent with our colleagues and through our communications
3. Bigger than us - we impact our ecosystem, our partners and our team - putting collective success over individual wins.
 - We work co-operatively with our colleagues
 - We positively influence, inspire and empower others
 - We share our lessons
 - We proactively give back to the startup community
4. Measures that matter - we use data and research to guide our decisions and assess impact.
 - We make decisions on available up-to-date facts and data, without bias, favouritism or self-interest

¹ Reflecting our role as the Victorian Government agency responsible for growing the startup ecosystem, this Code of Conduct also draws upon the values and behaviours set out in the Victorian Public Service Code of Conduct

Integrity

LaunchVic upholds the strongest standards of public accountability and integrity. This includes:

- Being honest, ethical and accountable
- Providing impartial, timely and apolitical advice to our stakeholders
- Achieving the best use of public resources by observing the highest standards of integrity in relation to financial matters, including; complying with relevant financial management legislation and policies and ensuring LaunchVic's financial resources or facilities are only ever used for work-related purposes of relevance to the Victorian startup ecosystem, and not for private benefit.
- Respecting the law
- Respecting LaunchVic's legal agreements and not attempting to circumvent their intentions.
- Understanding the importance of privacy and confidentiality by protecting and securing sensitive, confidential or personal information. Those people who provide confidential information have the right to expect this information will be treated as confidential. People with access to confidential information will ensure it remains confidential, and at all times act in accordance with legislation and policies relating to dealing with private information.
- Avoiding conflicts of interest in accordance with LaunchVic's Conflict of Interests Policies.
- Promoting a healthy and safe working environment that complies with relevant Health and Safety legislation including:
 - Not operating under the influence of alcohol or illegal drugs. Distributing, using or being under the influence of illegal drugs, or providing alcohol to minors, is not permitted while participating or engaging in any LaunchVic program or event. When alcohol is provided at any LaunchVic event, we expect anyone who is consuming alcohol to do so responsibly and in moderation.
 - Identifying and dealing with any inappropriate conduct
- Ensuring LaunchVic staff adhere to company policies and procedures;
- Reporting to an appropriate authority any non-compliant, illegal or unethical conduct, or conduct that is a danger to public health or safety, or to the environment. To support this LaunchVic has a Whistleblower Policy and provides access to an anonymous whistleblower hotline service
 - By phone at 1300 30 45 50
 - Online at <https://launchvic.stoplinereport.com>
 - By email at launchvic@stopline.com.au

Diversity, Equity and Inclusion

We support diversity and inclusion by:

- Committing to open, and welcoming working environments including by communicating professionally and appropriately at all times;
- Creating an environment that is free from discrimination, harassment, bullying victimisation or vilification and complying with relevant laws;
- Respecting our colleagues and, more broadly, stakeholders of the Victorian startup ecosystem by treating them fairly and objectively; and
- Supporting and learning from each other and accepting differences in personal style.
- Providing high quality services in an equitable, prompt and professional manner that positively impact the Victorian startup community;
- Dealing with issues consistently, fairly and in a timely manner; and

Breaches of this Code Of Conduct

We require all participants to abide by this Code of Conduct and to report any breaches to the CEO of LaunchVic or to one of the CEO's direct reports. Any behaviour which constitutes Improper Conduct (as defined by the *Public Interest Disclosure Act 2012*) must be reported to The Independent Broad-based Anti-corruption Commission (IBAC).

Proven failure to comply with this Code of Conduct may lead to disciplinary action, up to and including termination of employment or, where relevant, contract enforcement measures.