#  CODE OF BEHAVIOUR

#### Purpose

#### Scope

#### Code of Behaviour

#### Measurement

**1. PURPOSE**

For the Board and the staff of \*\*\*\* to operate most effectively, everyone needs to be aware of expectations for behaviour. Board and staff are expected to work with high standards of integrity and ethical behaviour at all times.

The Code is based on the following principles:

* The community is entitled to expect that \*\*\*\* provides services that are conducted with safety, efficiency, accountability, impartiality and integrity.
* Board and staff will perform their duties with professionalism, objectivity and integrity, and in the best interests of \*\*\*\* and avoid conflicts of interest.

Anyone failing to abide by the Code may be liable to expulsion from the Board or dismissed from employment.

**2. SCOPE**

All Board, staff and members of \*\*\*\* at any time they are representing the organisation, including whilst in attendance at work-related functions.

**3. CODE OF BEHAVIOUR**

Board members agree to:

* Abide by the philosophy of \*\*\*\*.
* Observe all the rules of \*\*\*\*, including those specified in the Constitution, the Associations Incorporation Act 2009 (NSW), and Associations Incorporation Regulation 2010 (NSW) and others set by the Board or the membership \*\*\*\*.
* Follow any policies and practises set down in the \*\*\*\* Policy and Procedure Manual.
* Attend monthly Board meetings whenever possible, and if unable to attend, to send apologies.
* Not act on \*\*\*\* matters without the consent of the Board, including not interfering in the day-to-day operations of \*\*\*\*.
* Adhere to all the accounting procedures of \*\*\*\*.
* Represent \*\*\*\* in a positive way.
* Not discuss confidential issues with people outside of \*\*\*\* or with staff without the consent of the Board.
* Follow any grievance procedures set down by the Board to try to resolve any conflicts with staff of \*\*\*\*.
* Not abuse, physically or verbally, staff of \*\*\*\*.

Staff agree to:

* Abide by the philosophy of \*\*\*\*.
* Observe all the rules of \*\*\*\* including those specified in the Constitution and any others determined by the Board or the membership of the organisation.
* Adhere to all the accounting procedures of \*\*\*\*.
* Represent \*\*\*\* in a positive way.
* Not take illegal drugs or consume alcohol when on duty or on the premises.
* Follow any grievance procedures set down by the Board to try to resolve any conflicts with other staff of \*\*\*\*.
* Treat all people with courtesy, respect and consideration.
* Act on complaints and provide services to the best of their ability.
* Make work related decisions in a timely manner, with consistency and fairness, and in accordance with procedures set by \*\*\*\*.

All Board and Staff agree to abide by the following policies

* Access and Equity
* Privacy and Confidentiality
* Conflict of Interest

**4. MEASUREMENT**

All breaches of the Code of Conduct will be referred to the Board.

The CEO will monitor its use.

|  |  |
| --- | --- |
| Date adopted: Date of last review: Date for next review:  |  |