

MEMBERS AND EMPLOYEES CODE OF CONDUCT AGREEMENT

Personal and Professional Behaviour

- Members and employees are to perform any duties associated with their position or role in a conscientious, competent, and honest manner, consistent with the values of the organisation and ability.
- Members and employees are to treat all others with respect and courtesy, having regards for their dignity and rights.
- Members and employees are to act fairly and equitably, respecting diversity in the environment which they work in and are to prevent and respond to unlawful discrimination against other members and employees, volunteers, clients, and stakeholders.
- Members and employees do not engage in bullying, violence, harassment or any other forms of victimization.
- Members and employees dress and act in public in a professional manner that does not reflect adversely on the organisation or other members or employees.
- Members and employees use of social media does not compromise the organisations reputation and does not include derogatory, shaming, or other personal attacks towards or about employees, the government body, volunteers, client, or other stakeholders.

Accountability

- Members and employees use equipment and funds for the primary purpose of undertaking organisational duties.
- Members and employees maintain confidentiality of all organisation and personal information.
- Members and employees maintain organisation and personal records in accordance with legislative and organisational policy requirements.
- Members and employees understand and comply with organisation policies and procedures, all decisions made in the course of their duties are transparent and align with organisation policy and procedures.
- Members and employees are responsible for seeking clarification where needed regarding any part of their membership or employment, including details of their code of conduct.
- Members and employees take responsibility for reporting conduct by other members and employees or volunteers which contravene any law, organisational policy and procedures, or this code of conduct.

Conflicts of Interest

- Members and employees declare and manage any potential, actual or apparent conflicts of interest.
- Members and employees do not accept gifts, benefits or favors that may influence or be reasonably seen to influence decision making.
- Members and employees prevent and respond to nepotism and patronage.
- Members and employees manage conflicts of interest in accordance with organisational conflict of interest policies and procedures.

Safe Environment

- Members and employees are to perform their duties in a safe and competent manner in accordance with organisational workplace health and safety policies and procedures.
- Members and employees must take care to not put themselves or others at risk or reduce their ability to carry out their duties through unsafe practices, inappropriate behaviors or the misuse of alcohol or drugs.
- Members and employees take action in preventing, identifying and responding to workplace health and safety risks.

I _____ (Member/Employee), have read, understood, and agree to this organisation Code of Conduct. I commit to the required standards of behavior and practice as outlined in the Code of Conduct.

Signature _____ Date _____