

Code of Conduct Policy

Policy Statement

commUnity+ is committed to conducting all of its activities with the highest ethical standards and in compliance with all applicable laws, regulations, and industry best practices. This Code of Conduct Policy sets forth the organisation's expectations for the conduct of its Board members, employees, contractors, and volunteers.

Child Safety Statement

Comm Unity Plus Services Ltd commits to the safety of children and young people in all that we do. It is the responsibility of all members of our team.

We understand that we have a responsibility to uphold the safety and wellbeing of children and young people who come in contact with us, our team and services. Their safety and wellbeing will always be our first priority.

We will always act promptly when we learn that a child is at risk.

Purpose

The purpose of this document is to identify commUnity+'s position on ethics and appropriate conduct and to document the standards expected in providing a service to the community.

Authorisation and Responsibility

Level	Position
Authorisation	Board
Responsibility for implementation	CEO and Program Managers

The CEO is responsible for the implementation and review of this policy. All casual, permanent and contract staff and volunteers are responsible for adhering to all applicable clauses.

The Chair of the Board is responsible for bringing this policy to the attention of prospective Board members.

Scope

This policy applies to Board members, employees, contractors and volunteers.

Policy

commUnity+ Board members, employees, contractors and volunteers will demonstrate professional ethical behavior at all times in their responsibilities to the organisation, in their professional relationships with each other, and their professional service to the community - and are required to adhere to this code of conduct.

commUnity+ Board members, employees, contractors and volunteers will:

Personal and Professional Behaviour

- Perform their functions with integrity, impartiality, honesty, conscientiousness and loyalty to the community interest

- Act in the best interests of the organisation in all their deliberations and not favor the interests of any other party over that of the organisation
- Exercise due care and diligence in fulfilling the functions of the Board and exercising the powers attached to the position
- Not engage in conduct likely to bring the organisation into disrepute
- Perform their duties as best they can, taking into account their skills, experience, qualifications and position. They shall act in a safe, responsible and effective manner
- Comply with the prescribed terms and conditions of their employment/engagement
- Record their attendance for duty in the manner prescribed
- Notify the organisation of any inability to attend duty as early as possible so as not to inconvenience others or delay the work of the organisation
- Carry out their duties in a lawful manner and ensure the organisation carries out its business in accordance with the law, and recognise both legal and moral duties of their role
- Respect and safeguard the property of the organisation, the public and colleagues; and observe safe work practices so as not to endanger themselves or others. [Refer to Workplace Health and Safety Policy for more information.]
- Maintain confidentiality regarding any information gained through their work and not divulge personal information or the address or phone numbers of staff, Board members or clients
- Ensure that all transactions, agreements and records that flow from relationships with commUnity+ stakeholders are accurately and openly recorded in the organisation's books and records, and no entries will be made which obscure the true nature of a transaction
- Act in good faith by not offering or providing incentives to individuals or entities (such as an employer or social organisation) to induce them to undertake government subsidised training.

Demonstrate Leadership

- Promote and support the values of commUnity+
- Ensure that personal and financial interests do not conflict with the duty to the organisation
- Ensure that all resources are used in a responsible and accountable manner
- Ensure there is an appropriate separation of duties and responsibilities between the Board and senior management and that no individual has unrestrained decision-making powers
- Embed continuous improvement practices to improve performance and promote a high standard of governance.

Decision Making

- Ensure that the independent views of Board members, employees or volunteers are given due consideration and weight
- Act with diligence and care and seek to make decisions that are honest, fair, impartial and timely, based on consideration of the relevant facts and supported by adequate documentation.

Confidentiality

- Confidential information received by a Board member, employee, contractor or volunteer in the course of the exercise of their duties remains the property of commUnity+ and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised or is required by law.

Review

This policy will be reviewed annually by the GMSS with endorsement by the CEO for approval by the

Board to ensure that it continues to comply with relevant state or federal legislation or regulation.

Activities	Frequency
Review	Annually

Related Documents

Legislation:	<ul style="list-style-type: none"> - Age Discrimination Act 2004 (Cth) - Aged Care Act 1997 (Cth) - Australian Human Rights Commission Act 1986 (Cth) - Children, Youth and Families Act 2005 - Corporations Act 2001 (Cth) - Disability Discrimination Act 1992 (Cth) - Equal Opportunity Act 2010 - Fair Work Act 2009 (Cth) - National Disability Insurance Scheme Act 2019 (Cth) - National Disability Insurance Scheme Code of Conduct 2018 - Occupational Health and Safety Act 2004 - Occupational Health and Safety Regulations 2017 - Privacy Act 1988 (Cth) - Privacy and Data Protection Act 2014 - Racial Discrimination Act 1975 (Cth) - Racial Hatred Act 1995 (Cth) - Sex Discrimination Act 1984 (Cth) - Treasury Laws Amendment (Enhancing Whistleblower Protection) Act 2018 (Cth) - Workers Compensation Act 1958 - Work Health and Safety Act 2011
Standards and Guidelines:	<ul style="list-style-type: none"> - Australian Charities and Not-for-profit Commission Governance standards - Australian Privacy Principles - Child Safety Standards - Work Health and Safety Codes of Practice
Organisational Documents:	<ul style="list-style-type: none"> - Conflict of Interest Policy - Board Policy Suite - Glossary of Terms

Version Control

Version	Code Type	Change	Authorised	Date
5	POL008	Previous versions retired	Board	8 March 2023
6	POL008	Full review of policy	Governance Committee	8 March 2023
6.1	POL008	Reviewed and amalgamated with the organisation Code of Conduct and feedback from Governance Committee as per March 2023 minutes	Board	17 April 2023