



www.communityresources.org.au



BOARD POLICY

CODE OF CONDUCT POLICY

PURPOSE: The objective of this policy is to:

1. Provide a clear framework to guide conduct and behaviour at work
2. Foster a culture of legal and ethical conduct and behaviour
3. Support Community Resources to enact its Vision, Mission and Values.
4. Promote conduct and behaviour that creates healthy and positive relationships.

| | |
|-------------------------|--------------------|
| POLICY REFERENCE | BP HR 1 |
| POLICY OWNER | Human Resources |
| APPROVED BY | Board of Directors |
| APPROVAL DATE | 12 November 2020 |
| REVIEW DATE | 12 November 2022 |



CODE OF CONDUCT POLICY

1. INTRODUCTION

Community Resources is committed to fostering a culture of legal and ethical conduct and behaviour.

The Code of Conduct Policy defines the required standard of conduct and behaviour required to enable this and support our Vision, Mission and Values.

2. SCOPE AND RESPONSIBILITIES

The Policy applies to employees, directors, members, officers, contractors (including their employees), volunteers, suppliers and consultants of Community Resources.

It applies:

- a. At Community Resources' workplaces
- b. When performing work for Community Resources even at sites we don't manage and outside normal working hours
- c. At work-related events, including meetings and work events outside normal working hours
- d. When someone is identifiable as a representative of the Community Resources, for example is wearing a uniform or logo or can be reasonably linked to Community Resources.

The Policy should be read in conjunction with other Community Resources policies.

3. DEFINITIONS

"Workers" means a person who carries out work in any capacity for Community Resources Ltd. This meaning includes: employees, contractors (including their employees), volunteers, suppliers of Community Resources. Work experience, apprentices and trainees may be included in the definition of 'worker' in some situations.

"You, your and yourself" means Workers.

"Our, we and us" means Community Resources (as a person conducting a business or undertaking). Directors and officers under the WHS legislation are included in this meaning.

4. POLICY

Guiding Principles

This Policy defines the standard of conduct and behaviour required from Workers at Community Resources.

You **act legally**. If anything in this Policy is inconsistent with any law imposed on Community Resources, that legal obligation prevails.

You **act ethically**. This means you consider the impact of your actions on Community Resources, people and the planet, and seek to minimise harm.

You work towards Community Resources' vision of thriving communities that value people, planet and the traditional custodians of the land.

You work towards Community Resources' mission to create jobs that care for people and the planet.

You act in accordance with Community Resources' values: authentic, fair, kind, brave and sustainable.

Every Worker is accountable for putting this Code of Conduct into practice. Your personal conduct and behaviour must be consistent with it. You must act responsibly if you become aware of or suspect a breach of the Code of Conduct. If you lead other Workers, it is your responsibility to set expectations and reinforce these behaviours.

Examples provided in this Code of Conduct do not cover every possible scenario. Compliance with other policies is also expected where those policies apply to your role. When in doubt about expectations, seek advice or guidance.

4.1 Act Legally

Follow the law. Understand laws that apply to your job and Community Resources' work. If you are unclear about a law or regulation and how it applies to your job, ask your Supervisor or Manager in the first instance. Further advice can be sought from our Corporate Support Manager if needed.

Report concerns. Do not ignore conduct that may be in breach of the law. Prevent harm by reporting your concerns to your Supervisor or Manager. If you are not comfortable reporting to your Supervisor or Manager, you may report your concerns to our Corporate Support Manager. You may choose to remain anonymous by reporting concerns in accordance with our Whistleblower Policy.

4.2 Act Ethically

You are required to act ethically. You act ethically when you:

- a. Perform your duties responsibly and effectively, as best you can, taking into account your skills, experience, qualifications and position.
- b. Act in accordance with our values, policies and procedures.
- c. Keep yourself and others safe at work, reporting incidents and making suggestions for improvements.
- d. Maintain privacy and confidentiality of information obtained through your work, and only use this information for work purposes. Do not use private or confidential information for non-work purposes.

- e. Conduct yourself in a way that promotes confidence and trust in the work of Community Resources. Do not damage the reputation of Community Resources.
- f. Contribute to a positive workplace culture by treating others with kindness and courtesy, recognising and celebrating good work and organisational outcomes, and by raising concerns through the appropriate channels.
- g. Treat others with dignity and respect (see 4.3).
- h. Use our property and other resources appropriately (see 4.4).
- i. Respect and safeguard the property of others.
- j. Do not accept any bribe or inducement (see 4.5).
- k. Declare actual and potential conflicts of interest (see 4.6).
- l. Responsibly use social media (see 4.7).
- m. Raise concerns through appropriate channels (see 4.8)
- n. Know and meet your obligations when you leave Community Resources (see 4.9)
- o. Ensure that public comments are ethical and lawful, and that any comments you make in a private capacity are not attributed as official comments of Community Resources.

4.3 Treat others with dignity and respect

Treat all people with dignity and respect, regardless of sex, gender, age, race, ethnicity, language, religion, ability, sexual orientation, or any other status protected by law.

Respect other's rights, freedoms and individual needs.

Respect the resilience and value of the traditional custodians of the land.

Treat others with kindness and fairness. Do not shame others.

Do not accept any form of harassment, discrimination, racism, intimidation, exploitation or abuse.

Ensure that your relationships and behaviours are not exploitative, abusive or corrupt in any way.

4.4 Use our property and other resources appropriately

Every Worker is responsible for ensuring the appropriate use of Community Resources' property and other resources. To support our Vision, Mission and Values and care for people and the planet, you are required to:

- minimise waste;
- maintain the integrity and security of our intellectual property and commercial information;
- use Community Resources' property, equipment, funds, facilities and other resources responsibly, effectively, economically and sustainably, and for legal and proper purposes for the benefit of Community Resources.

Community Resources' property and other resources may only be removed, given away, lent, destroyed or otherwise disposed of or used where properly authorised. All property and other resources must be returned when leaving Community Resources unless otherwise agreed.

4.5 Do not accept any bribe or inducement

It is unethical to solicit gifts, benefits or additional money through your work with Community Resources, for yourself or others.

Under no circumstance can you accept gifts or benefits, or any inducement, which may obligate, compromise or influence you in a work capacity, or through work for personal gain. Personal gain includes not just gains for yourself, but also gains for close relations, friends and family members.

You must notify your Supervisor or Manager if you are offered or given a gift or benefit with a value of more than \$100 through your work with us. This includes entertainment such as meals or event tickets.

4.6 Declare actual and potential conflicts of interest

Conflict of interests can arise in many circumstances, particularly in organisations like ours that operate in community settings. While it is not possible to avoid all conflicts, it is critical they are managed appropriately. Conflicts of interest include:

- when you (or a friend or family member) are in a position to financially benefit from actions or decisions made by you in your work capacity;
- when relationships at work or outside of work directly or indirectly compromise the performance of your duties or conflict with Community Resources' interests.

An example of a conflict of interest would be recruiting (or being involved in the decision to recruit) a friend or family member, or buying (or being involved in the decision to buy) goods or services for Community Resources from a friend or family member.

You must declare any actual or potential conflicts of interest to your Supervisor or Manager (or next appropriate level manager). Supervisors and Managers are required to manage declared conflicts by putting a plan in place to avoid and mitigate against conflicts of interest.

If you are uncertain about whether a conflict of interest exists or how to manage it, contact our Human Resources Manager for guidance where it is employment related, or our Corporate Support Manager for other matters.

4.7 Responsible use of social media

When interacting on social media in your personal life, you need to use common sense and remember that nothing online is truly private. Everything you put on social media can be traced back to you, including your employment with Community Resources. You must not disclose confidential information about Community Resources, or post content that has potential to harm the reputation of Community Resources. This includes interacting on social media in a way that is not ethical or respectful or creates negative perceptions of other Workers.

4.8 Raise concerns and use appropriate channels

We take concerns seriously and encourage Workers to raise concerns constructively and through the right channels. If you become aware of or suspect a breach of this Code of Conduct, and are concerned about things happening in the workplace – interactions, behaviour of colleagues etc. – report your concerns responsibly and confidentially in accordance with our processes and policies.

In the first instance, concerns should be raised with your Supervisor or Manager. If you are not comfortable raising your concerns with your Supervisor or Manager, contact our Human Resources Manager for advice on your options and next steps. Other avenues are available through our grievances, complaints and/or whistleblowing policies.

4.9 Know and meet your obligations when you leave Community Resources

On leaving or finishing work with Community Resources, any confidential information obtained during employment or engagement must remain confidential. This includes client and customer personal information, commercial information, trade secrets and strategies, and employee information other than your own. Business information (physical or electronic) must be returned to Community Resources, or destroyed if directed by us.

4.10 Monitoring and assurance

This Policy will be available via the intranet, and on request for those that do not have intranet access.

To ensure adequate monitoring and assurance of the Policy, the Policy Owner will monitor and review this Policy every two years.

5. FAILURE TO COMPLY WITH THE CODE OF CONDUCT

Where it is established that a Worker has breached the Code of Conduct, they may be subject to disciplinary action, up to and including termination of employment or contract.

6. VERSION CONTROL

The Executive Assistant will ensure that following a review of a policy, version numbers are updated and obsolete versions are archived.

RELATED DOCUMENTS:

RELEVANT LEGISLATION, REGULATIONS AND STANDARDS:

This Policy is not intended to override any industrial instrument, contract, award or legislation.

REVISIONS

The following revisions have been made to this document.

| DATE | REVISION | DESCRIPTION |
|------------|-----------|---|
| 25/02/2011 | Version 1 | Initial document prepared and adopted |
| 19/08/2015 | Version 2 | Initial document reviewed, updated and transferred to new policy template |
| 25/03/2020 | Version 3 | Document updated with new review date to allow full review as part of improved Policy Framework |
| 12/11/2020 | Version 4 | Document reviewed and updated following full review. |