



CIRCULAR HEAD ABORIGINAL CORPORATION

CODE OF ETHICS AND CONDUCT POLICY

PURPOSE

The purpose of this policy is to recognise the Circular Head Aboriginal Corporation's (CHAC) commitment to ensuring that all staff, volunteers and board members act ethically, responsibly and in the best interests of the organisation.

This policy applies to everyone at CHAC including but not limited to employees, contractors, outreach workers, volunteers, visitors, board members or family members.

POLICY

CHAC is committed to ensuring that individual interests that conflict with the interests of the organisation are identified and managed so that they do not affect the services, activities or decisions of the organisation.

All board members, staff, volunteers and contractors are required to notify the organisation when other interests and/or commitments conflict with the best interests of the organisation. Declaration and management of conflicts of interest are specifically required for board members and all staff.

Principles underlying the code of ethics

- Every individual, regardless of any individual differences, has the right to reach their full potential, provided that doing so does not infringe on the rights of others.
- Every individual is protected against discrimination on the basis of sex, age, race and disability.
- Social inclusion is a human right and encourages individuals to play an active role in society. An inclusive society is based on the fundamental values of tolerance and embracing diversity.
- Every society has a responsibility to treat their members equitably and to make extra adjustments if necessary, for those who are disadvantaged.
- CHAC recognises First Nations people and their right to self-determination.

Legislative Requirements

Anti-Discrimination Act 1998 (Tas)
CATSI Act 2006

Related Policies/Guidelines

Code of Ethics and Conduct Guidelines
Discrimination, Harassment and Bullying

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Approved by: Board/GM

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CODE OF ETHICS AND CONDUCT

Definitions

Organisational values: the guiding statement that the organisation uses to convey the culture of the organisation, to positively influence the way staff work and the decisions they make on behalf of the organisation.

Workplace ethics: the set of moral principles that guide workplace behaviour.

Privacy: the commitment and legal obligations of an organisation to keeping personal, sensitive or health-related information secure and restricted to those who require access to it for the purposes of delivering services required by their role.

Workplace confidentiality: the restriction of information acquired as part of a job within the organisation until such time as it is officially released.

Guidelines

All staff, volunteers and board members will sign an agreement to adhere to the Code of Ethics and Conduct on joining the organisation.

The Code of Ethics and Conduct requires CHAC personnel to commit to:

CHAC Values

- Honesty and integrity:
 - act honestly at all times
 - be transparent when making decisions or giving advice
 - ensure all actions can withstand scrutiny

- Respect and courtesy
 - act fairly and equitably
 - respect others, their values and their rights
 - respect privacy and confidentiality
 - create a safe work environment that is free of violence, discrimination, harassment or victimisation.
 - Inappropriate language (including swearing) will not be tolerated

Standards of work

All individuals will perform their duties as best they can, and at the highest level of professional conduct. They will be accountable for their work and their interactions with others.



Responsibility to clients

Workers will:

- Establish with the client the nature of the relationship and the expectations of the client;
- Have a responsibility to maintain confidentiality with respect to information concerning clients unless:
 - The permission of the client has been granted;
 - Failure to disclose information would breach the employer's contract; or where; and
 - Failure to disclose information would breach reporting requirements or legal obligations.
- Be responsible for ensuring that clients are informed in their decisions, are informed of their rights, and have access to information about themselves;
- Have an obligation to treat clients with dignity, respect and to acknowledge their capacity for self- determination;
- Establish a professional relationship with clients at all times, and will not form personal relationships that may compromise the relationship; and
- Improve their skills and further their knowledge for the benefit of the client.

Responsibility to employers

Workers will:

- Carry out the duties and responsibilities of their role as outlined in the employment contract;
- Undertake all duties in a diligent manner;
- Adhere to the rules, policies and guidelines of the organisation;
- Work within the goals and objectives of the organisation without denying clients their rights;
- Act within the law;
- Not act in a way that brings them or the organisation into disrepute;
- Maintain a professional relationship with clients at all times, and disclose any out of hours contact; and
- Act responsibly in the spending of public monies.

Responsibility to colleagues

Workers will:

- Work cooperatively as a member of the team;
- Support colleagues and respect the experience and knowledge of all colleagues;
- Discuss ethical concerns with colleagues and managers;
- Share professional information and knowledge with colleagues;
- Project a positive image of the organisation;
- Not be absent from duties without an appropriate reason; and
- Adhere to the legal rights of colleagues including maintaining confidentiality, anti-discrimination legislation and workplace health and safety legislation.

Responsibility to the profession

Workers will:

- Maintain standards for exceptional practice;
- Address any behaviour that is incompatible with this code;
- Disclose any relationships between a colleague and a client;



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- Respect the rights and legal protections of individuals;
- Make informed decisions and seek assistance at any time if unsure about a decision; and
- Adhere to the requirements of this code at all times.

Conflict of interest

CHAC is committed to ensuring that individual interests that conflict with the interests of the organisation are identified and managed so that they do not affect the services, activities or decisions of the organisation. This is addressed in the CHAC's Conflicts of Interest Policy.

This Conflicts of Interest Policy requires that all staff, volunteers and Board/Management Committee members:

- act impartially and without prejudice;
- declare any potential or actual conflict of interest; and
- do not accept gifts or benefits that would influence a decision.

Confidentiality and privacy

All staff, volunteers and Board/Management Committee members must respect and keep confidential internal matters of the organisation, and respect the privacy of others.

Detailed guidance on these issues is in the CHAC policy on Confidentiality and Privacy.

Use of resources

Resources include physical, financial and technological resources as well as intellectual property.

CHAC personnel must:

- recognise the resources that belong to the organisation;
- use all work resources efficiently and only for appropriate purposes; and
- respect and safeguard the resources.

The Acceptable Use of Vehicles and Equipment policy provides additional guidance on using equipment for personal use.

Discrimination, harassment and bullying

Harassment and bullying are unacceptable and contrary to ethical behaviour. Additionally, harassment on the basis of a person's sex, race, ethnic religious background, age, pregnancy, marital status, disability, transgender (transsexual) status or sexuality breaches anti-discrimination and human rights law.

Harassment in the workplace can take many forms. It can be obvious or subtle, direct or indirect. It includes:

- sexual or suggestive remarks or gestures
- displaying or circulating sexually suggestive, offensive or degrading/insulting material (e.g. on walls, computer screen savers, email)
- making fun of someone, spreading rumours, and unwelcome practical jokes
- obscene or unsolicited telephone calls, letters, faxes or email messages
- invasion of personal space, unnecessary physical contact
- continually ignoring or dismissing someone's contribution
- pushing, shoving or jostling or assault
- threats, insults, name calling, inappropriate language
- creating a hostile feeling or environment, even when there are no direct attacks being made on a person



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- using workplace resources to harass, threaten or abuse an intimate partner or family member within or outside the workplace.

Complaints concerning discrimination, harassment or bullying should be actioned according to the CHAC Managing Underperformance and Misconduct Guidelines.

Reporting unethical behaviour

If a person believes that the behaviour of any staff member, volunteer or Board/Management Committee member is unethical they must report it to the General Manager in the first instance and/or the Chairman of the Board.

Unethical behaviour is defined as:

- workplace behaviour that is contrary to CHAC’s codes of ethics or conduct, or other workplace policies
- workplace behaviour that violates any law, or is corrupt conduct or misconduct
- mismanagement of resources or fraudulent behaviour
- behaviour that creates a danger to public health or safety or the environment.

Iacknowledge that I have read the Code of Ethics and Conduct and understand the conditions contained therein.

Signed.....

Date.....