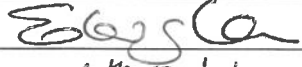


<b>Title:</b>	<b>Code of Conduct</b>
<b>Section:</b>	<b>Governance: General</b>
<b>Version Number:</b>	<b>5</b>
<b>Approval</b>	Chief Executive Officer
<b>Signature</b>	
<b>Date:</b>	6 <sup>th</sup> October 2020
<b>Review Date:</b>	2 years from date of approval

## 1. INTENT OF CODE

The purpose of the Code of Conduct is to outline the requirements for all Volunteering SA&NT (VSA&NT) workforce and Members, as referred to in the Standards Policy, as a statement of commitment to embracing, maintaining and underpinning a Code of Conduct benchmark for the volunteer sector.

## 2. CODE OF CONDUCT STATEMENT

VSA&NT is committed to providing to its workforce a respectful, fair and safe working environment, free from harassment, discrimination, intimidation and bullying that observes, practices and maintains standards of excellence in conduct, in all of its dealings and activities.

In addition, VSA&NT expects that all its individual and organisation Members, as a condition of membership, will adhere to the Code of Conduct when managing and supporting volunteers and volunteer programs.

The Code of Conduct outlines the level of professional and ethical conduct, behaviours and intent expected of its workforce and Members in relation to working with and supporting volunteers and volunteerism.

### **The Code of Conduct for Workforce**

VSA&NT workforce will be guided by the principles of ethical practice in all areas of their work and:

- *Respect Individuals* - Everyone has a right of self-determination and responsibility for making decisions. We will respect others' views, listen to their opinions and give due weight to their decisions/method of decision making.
- *Do Good* – We will consider the wellbeing of others.
- *Be Just and Inclusive* - We will deal fairly and act in the best interests of our Members, workforce and clients without discrimination.
- *Do No Harm* - We will do no harm, either through a deliberate act or through wilful neglect. We will treat people in such a way that we will not injure or wrong them socially, physically or psychologically.

**Workforce members agree that:**

Working or engaging with VSA&NT in any capacity will require signed agreement of adherence to the Code of Conduct, and they will:

- Comply with VSA&NT policies and procedures;
- Make decisions that are just, fair, consistent, impartial, based on merit and in accordance with the law;
- Ensure a safe and healthy workplace by identifying potential hazards and reporting incidents;
- Ensure a harassment and bullying-free workplace;
- Exercise a high level work ethic, moral standard; display integrity and good character;
- Take responsibility and complete their work requirements as per their position description;
- Actively communicate with people politely, respectfully, appropriately and convey a positive attitude;
- Deal with issues and problems promptly and effectively;
- Respect the differences that individuals bring to a team and be a positive team contributor;
- Embrace the positive culture of the organisation;
- Uphold ethical conduct through trustworthiness, integrity and honesty;
- Be committed to continuous improvement and professional development;
- Work cooperatively to achieve VSA&NT's strategic goals;
- Not discredit VSA&NT or otherwise bring it into disrepute; and
- Promptly notify VSA&NT of any complaint or allegation against them including any reportable misconduct.

**In addition, Board and Committee members collectively and individually will:**

- Be familiar with and maintain the high standards of governance, as prescribed by the Australian Charities and Not-for-Profit Commission;
- Act in accordance with the principles and processes set out in 'Good Governance Principles and Guidance for Not-for-Profit Organisations', published by the Australian Institute of Company Directors;
- Observe and act in accordance with the Rules contained in the Constitution and the provisions and requirements of the VSA&NT Strategic Directions;
- Adhere to their role descriptions; and
- Conduct themselves ethically and lawfully in the interests of VSA&NT, its Members and its stakeholders, above their own interests.

**Breaches**

Unacceptable, inappropriate and unlawful behaviour will lead to disciplinary action, including the option of dismissal.

### **The Code of Conduct for Members**

#### **In taking up membership with VSA&NT, Members agree that:**

Membership Application and acceptance will be deemed as agreement to adhere to the Code of Conduct, and they will:

- Treat all volunteers, volunteer managers and other related personnel with respect and professionalism at all times;
- Promote a positive culture of fairness, integrity and equity for volunteers and volunteer-involving organisations in line with the National Standards for Volunteer Involvement;
- Provide access to and follow a suitable grievance resolution procedure for volunteers;
- Pay all subscriptions and dues to VSA&NT as stipulated;
- Follow membership requirements with honesty and integrity;
- Treat VSA&NT workforce with respect and fairness when making enquiries, attending activities and at any time when dealing with any workforce member;
- Not use their membership position for illegal, improper or inappropriate purposes or for undue advantage;
- Not use any VSA&NT resources of whatever kind or nature without authority other than for relevant and appropriate purposes;
- Advise VSA&NT of any issues, problems or changes in status as soon as is practicable, especially if it changes the nature of their membership;
- Not to discredit VSA&NT or otherwise bring it into disrepute;
- Reinforce the integrity and good reputation of VSA&NT and demonstrate loyalty and commitment to its strategic directions; and
- Generally support the work of VSA&NT as appropriate.

#### **Breaches of the Code of Conduct by Members**

Action may be taken to terminate any individual or organisation Member, as outlined in the VSA&NT Constitution and for:

- any unacceptable, inappropriate and unlawful behaviour;
- disrespectful, unprofessional or unjust treatment of volunteers, volunteer managers and other related personnel; or
- bringing volunteers or the volunteer sector into disrepute.

### **3. DEFINITIONS**

**Reportable misconduct** – is any concern about the following misconduct, or the deliberate concealment of such conduct:

- Financial irregularity,

- Bankruptcy,
- Corrupt conduct,
- Criminal conduct,
- Failure to comply with any legal or regulatory obligation,
- Unfair or unethical dealings with VSA&NT workforce or its customers, and/or
- Unethical or other serious improper conduct, including breaches of VSA&NT policies and procedures.

**Workforce** – Employees and volunteers who undertake work within, and at the direction of, Volunteering SA&NT, including Board and Committee members.

**Member** - a member as defined in Rule 6 of the VSA&NT Constitution who is financial and has full voting rights at any general meeting of VSA&NT.

#### **4. LEGISLATION**

##### **Federal**

- Work Health and Safety Act 2011
- Racial Discrimination Act 1975
- Sex Discrimination Act 1975
- Disability Discrimination Act 1992
- Equal Opportunity for Women in the Workplace Act 1999
- Australian Charities and Not-for-Profit Commission Regulation 2013

##### **South Australia**

- Work Health and Safety Act 2012
- Work Health and Safety Regulations 2012
- Equal Opportunity Act 1984

##### **Northern Territory**

- Work Health and Safety (National Uniform Legislation) Act 2016
- Anti-Discrimination Act

##### **Other**

Such other relevant and applicable legislative provisions

**ATTACHMENT 1**

**CODE OF CONDUCT AGREEMENT - WORKFORCE**

I \_\_\_\_\_ Name (please print)

- have read and understand the **Code of Conduct** of Volunteering SA&NT;
- agree to abide by the **Code of Conduct** at all times with Volunteering SA&NT; and
- acknowledge that failure to comply with this Agreement will lead to disciplinary action, including dismissal or cessation of involvement with Volunteering SA&NT.

Signature: \_\_\_\_\_  
Workforce member

Position: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Filing: Original filed in personnel files; copy to individual for their records

**ATTACHMENT 2**

**CODE OF CONDUCT AGREEMENT - MEMBER**

I \_\_\_\_\_ Name (please print)

of \_\_\_\_\_ Organisation (please print)

- have read and understand the **Code of Conduct** of Volunteering SA&NT;
- agree to abide by the **Code of Conduct** at all times with Volunteering SA&NT; and
- acknowledge that failure to comply with this Agreement may lead to my membership with Volunteering SA&NT being cancelled.

Signature: \_\_\_\_\_  
VSA&NT member

Position: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_