



Code of Conduct Form

Purpose

The Code of Conduct of the First Nations Advocates Against Family Violence (“FNAAFV”) provides a framework for ethical conduct and decision-making by establishing a common understanding of the standards of behaviour expected of the organisation’s Board of Directors and employees.

The Board and employees are expected to take responsibility for their own behaviour and to facilitate a pattern of ethical behaviour in the organisation. It is acknowledged that decisions are not always straightforward and there will be, on occasion, a need to balance competing values. However, active and open discussion of ethical issues and potential dilemmas will foster a healthy organisational culture and integrity in the workplace.

Principles

The Board of Directors and employees are expected to acknowledge and agree to uphold the principles and practices described in the Code of Conduct, in accordance with the constitution of the organisation.

The Board of Directors and employees hold positions of trust. They are expected to act in the interests of the organisation and demonstrate ethical behaviour in carrying out their official duties.

The Code of Conduct is underpinned by the following ethical principles:

- integrity
- impartiality
- responsiveness to the interests of members and the wider community
- accountability
- honesty

The Code of Conduct does not stand alone, as elected officials and employees are expected to adhere to the law, including legislation specific to their responsibilities and any other relevant legislation, as well as the current version of the organisation's policies.

The Code of Conduct may be altered periodically to take account of changed circumstances or new situations.

Undertaking

During my period as an elected official or employee, I agree:

- to abide by the philosophy of the organisation, according to its objects, policies and procedures;
- to act at all times with care and diligence, in a fair, unbiased and non-discriminatory manner;
- to act in accordance with the policies and procedures, ensuring that I maintain an up to date understanding of any amendments;
- to treat members, staff members, and board directors of the organisation with courtesy and respect;
- to behave at all times in a manner that maintains and/or promotes the reputation and positive image of the organisation;
- to maintain confidentiality concerning any information including information systems, financial data, and other commercial-in-confidence information belonging to the organisation, except where disclosure of such information is deemed to be authorised by the



organisation in the routine conduct of my duty as a Director of the Board or employee;

- to respect the rights and privacy of the organisation and its staff members;
- to assist in ensuring that the organisation's governance environment and workplace is free from any harassment; and
- to disclose to the organisation any interest, pecuniary or otherwise, in another organisation, or a situation involving family or kin ties, where I may be involved in the recruitment of staff, procurement of goods and/or services.

As an elected official or employee of the organisation, I agree to continue to abide by the Code of Conduct after the period of my election or employment has ceased.

Name

Position

Signature

Date

Date of election or commencement of employment