



CODE OF CONDUCT

Victoria West Papua Association Incorporated
Inc. Registration Number:A0051534N

This document has been designed as as guidelines for community operations, in accordance with the Associations Incorporation Reform Act 2012 and Associations Incorporation Reform Regulations 2023 (Part 3), and Authorised Version No.017 Associations Incorporation Reform Act 2012 No.20 of 2012, Authorised Version incorporating amendments as at 6 April 2020 and Authorised Version No.001 Associations Incorporation Reform Regulations 2023 S.R No.116/2023 Authorised Version as at 18 November 2023 as mandated by Consumer Affairs Victoria. These bylaws aim to ensure the effective management and governance of the association



VICTORIA WEST PAPUA ASSOCIATION INC.

CODE OF CONDUCT

Purpose

The primary purpose of a code of conduct is to establish a clear understanding of the expected behaviour and responsibilities of individuals or organisations within a particular context. By outlining the minimum standards of behaviour, a code of conduct helps to ensure that everyone is aware of their obligations and the consequences of violating the code. This, in turn, promotes a positive and respectful culture within an Organisation or community, where individuals feel valued, respected, and supported. By providing a clear framework for behaviour, a code of conduct also helps to prevent misconduct, such as harassment, bullying, or discrimination.

The purpose of a code of conduct also extends to ensuring accountability and protecting the reputation of an Organisation or community. By outlining the expected behaviour and consequences of misconduct, a code of conduct helps to ensure that individuals are held accountable for their actions. This not only maintains public trust and confidence but also protects the Organisation's or community's reputation from damage caused by misconduct. Furthermore, a code of conduct can also help Organisations or communities comply with relevant laws and regulations, reducing the risk of legal and financial consequences. Overall, a code of conduct plays a vital role in promoting a positive culture, preventing misconduct, and ensuring accountability.

Respect and Inclusion

1. Treat others with respect, kindness, and dignity.
2. Promote inclusivity and diversity, and avoid discriminatory behaviour. (*Article 2 of United Nations Universal Declaration of Human Rights*)
3. Respect people's differences, including culture, race, gender, and ability.

Communication

1. Communicate clearly, honestly, and respectfully.
2. Listen actively and respond thoughtfully.
3. Avoid gossip, rumours, and defamation.

Confidentiality and Privacy

1. Maintain confidentiality of sensitive information.
2. Respect people's privacy and personal boundaries.
3. Only share information on a need-to-know basis.

Governance and Decision-Making

1. Respect the Organisation's governance structure and decision-making processes.
2. Participate in decision-making processes in a constructive and respectful manner.
3. Support and implement decisions made by the Organisation.

Financial Management

1. Manage Organisational finances responsibly and transparently.
2. Avoid conflicts of interest and ensure separation of duties.
3. Report any financial irregularities or concerns.

Safety, Health and Wellbeing

1. Promote a safe and healthy environment for all members.
2. Report any safety concerns or incidents.
3. Support members' physical and mental wellbeing. *(All forms of harassment including physical, psychological , verbal, visual and online will not be tolerated.)*

Social Media and Online Presence

1. Use social media and online platforms responsibly and respectfully.
2. Avoid posting confidential or sensitive information.
3. Represent the organisation in a positive and professional manner.

Reporting and Compliance

1. Report any breaches of this Code of Conduct.
2. Cooperate with investigations and comply with recommendations.
3. Familiarise yourself with and comply with relevant laws and regulations.

Consequences of Breach

1. Breaches of this Code of Conduct may result in disciplinary action.
2. Disciplinary action may include warnings, suspension, or termination of roles and/or membership.
3. The organisation reserves the right to take any necessary action to protect its interests and reputation.

In compliance with the Associations Incorporation Reform Act 2012 (Victoria), Associations Incorporation Reform Regulations 2023 &, CONSUMER AFFAIRS VICTORIA, Associations Incorporation Reform Act 2012, MODEL RULES For an INCORPORATED ASSOCIATION, Associations Incorporation Reform Regulations 2023 Part 3