

CODE OF CONDUCT

Version 2 | 01.12.21

1. INTRODUCTION

The Code of Conduct applies to all members, volunteers, employees, and contractors of the Ovens Landcare Network while undertaking any role or activity related to the Ovens Landcare Network.

2. PURPOSE

The Code of Conduct contains standards of behaviour expected at the Ovens Landcare Network. It is a central guide and reference to support day-to-day decision making and reflects the values of the Ovens Landcare Network.

3. KEY PRINCIPLES

The Code of Conduct is based on the following fundamental ethical principles:

Respect for the Law

The Ovens Landcare Network members, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

Respect for all Persons

The Ovens Landcare Network recognises that its primary responsibility is to Landcare members however, the Ovens Landcare Network commits to treat all members of the community equitably, with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own;
- Courtesy and responsiveness in dealing with others;
- Fairness in supervising and dealing with other members;
- Making decisions that are procedurally fair to all people according to the principles of natural justice;
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction;
- An awareness and respect for cultural difference;
- Allowing for alternative points of view to be expressed;
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation; and
- Not engaging in conduct likely to bring discredit upon the Ovens Landcare Network.

All employees and volunteers in Landcare are entitled to be treated with dignity and respect. The Ovens Landcare Network is committed to providing a healthy and safe working environment free from workplace bullying and sexual harassment. Under the Equal Opportunity Act 2010 organisations covered by the law – including volunteer based organisations – have a positive duty to take reasonable and proportionate measures to eliminate discrimination, sexual harassment and victimisation.

Child Safe

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The Ovens Landcare Network and its member groups strive to be Child Safe, with no tolerance for child abuse and a commitment to children's best interests. All children who participate in our activities have a right to feel and to be safe. We encourage children to express their views and we listen to their suggestions, especially on matters that directly affect them.

Physical or sexual abuse of a child is a crime and will be reported to police, including grooming for sexual conduct with a child under the age of 16 years. All adults who form a reasonable belief that such a sexual offence has occurred have an obligation to report it to police.

This Code complies with the Child Safe Standards.

Integrity

The Ovens Landcare Network members should carry out their duties in the best interests of the Ovens Landcare Network and avoid conflicts between their private interests and their Landcare responsibilities with respect to:

- Personal relationships;
- Financial relationships;
- Receipt of gifts;
- Outside work;
- Use of confidential information obtained in the course of Landcare duties; and
- External activities and public comment.

Diligence

The Ovens Landcare Network members should carry out their duties in a professional and conscientious manner. This involves:

- Always acting honestly, in good faith, and in the best interest of the Ovens Landcare Network;
- Carrying out official decisions and policies faithfully and impartially;
- Seeking to attain the highest possible standards of performance;
- Exercising care for others in Landcare-related activities; and
- Committee members have an obligation to be independent in judgement and action and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Committee.

Conflict of Interest

The Ovens Landcare Network members must declare interests which conflict, either perceived or actual, with the Ovens Landcare Network duties and activities.

Members must not allow personal interests, or the interests of any associated person, to conflict with the interests of the Ovens Landcare Network.

Confidentiality

The Ovens Landcare Network acknowledges that confidential information received in the course of the exercise of official duties remains the property of the Ovens Landcare Network.

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In addition, it is improper to disclose confidential information, or allow it to be disclosed, unless that disclosure has been authorised by the Ovens Landcare Network or the person from whom the information is provided, or is required by law. Documents and information of the Ovens Landcare Network should be placed in secure locations where possible and sensitive information should not be distributed without the Chairperson's consent.

4. BREACHES OF THE CODE

Any breaches of this Code of Conduct can be reported to the President or Secretary and must be reported to the next scheduled committee meeting.

5. RELATED POLICIES

LVI Child Safe Policy

Ovens Landcare Network Privacy Policy

Ovens Landcare Network Conflict of Interest Policy

6. FURTHER INFORMATION

If you require more information or would like to contact the Ovens Landcare Network about our Code of Conduct, please email our secretary at olnsec17@gmail.com or contact another committee member or organisational representative.

7. REVIEW

The Ovens Landcare Network will review this policy on an annual basis or more frequently, if required. This policy was last reviewed on: 18/11/2021