

## POLICY

### Code of Conduct

#### Contents

1. Purpose .....	1
2. Policy Statement .....	1
3. Scope.....	1
4. Commitment.....	1
5. Conflict of Interest.....	2
5.1 Definition .....	2
5.2 Requirement to Declare Conflict of Interest .....	2
5.3 Transparency of Actions .....	2
5.4 Rules of Association .....	3
6. Related policies.....	3

#### 1. Purpose

This policy is to ensure that all actions are transparent, auditable and within Trentham Neighbourhood Centre (TNC) policy guidelines.

#### 2. Policy Statement

The TNC is committed to acting with integrity and providing the best possible service to the community.

#### 3. Scope

This policy covers all actions, transactions and services conducted under the name of the TNC by paid or unpaid staff, all participants and the committee.

#### 4. Commitment

The Committee of Management, staff and volunteers will seek to:

- respect everyone's dignity, rights, freedoms and individual needs;

- provide a working environment and activities that are safe, accessible and inclusive, for children as well as adults;
- recognise the work of each of the paid and unpaid staff;
- reinforce the organisation's commitment to the highest standards of professional ethics and transparency of operation;
- uphold the principles of equal opportunity;
- obey the law.

Paid and unpaid staff will:

- treat the public and colleagues with honesty, courtesy and respect;
- observe privacy and occupational health and safety provisions as determined by relevant legislation;
- observe all relevant policies and procedures of the TNC;
- perform their duties as best they can, taking into account their skills, experience, qualifications and position;
- work at all times in a safe, responsible and effective manner.

## 5. Conflict of Interest

### 5.1 Definition

A conflict of interest shall be deemed to exist where a Committee member, staff member or volunteer uses or can use their position in the TNC to gain any kind of advantage for themselves and/or others, or for any organisation with which they are associated.

### 5.2 Requirement to declare Conflict of Interest

Should a conflict of interest arise, the Committee member, staff member or volunteer shall declare it to the Committee and/or the Manager, who shall then take action to either ensure the transparency and ethics of any action, or to amend the situation so a conflict no longer exists. Such declarations shall be noted either in the Minutes of Committee meetings (in the case of conflicts relating to the interests of Committee Members or the Manager), or in the Day Book kept by the Manager (in the case of other staff or volunteers).

In addition to the above requirements for transparency, where the potential conflict of interest relates to the hiring of staff, the purchase of surplus equipment or other materials from the TNC, or to the payment for provision of services, the Committee shall ensure that such hiring procedures, purchases or payments reflect market conditions and that other interested parties have not been unfairly excluded.

### 5.3 Transparency of actions

The Committee recognises that in a small community such as Trentham there are inevitably many overlapping areas of influence, action and relationship that could give rise to the perception of a conflict of interest. To ensure that any conflict is recognised and that no privileged advantage results, it is of particular importance that proceedings, actions and purchases be open, capable of scrutiny, and appropriately documented.

## 5.4 Rules of Association

Further to this, it should be noted that the Rules of Association of the TNC require that no more than two members of any one family (including spouses, blood relatives and in-laws) may be members of the TNC's Executive Committee at any one time. The Rules of Association also require at least two nominated signatories to any cheques issued by the TNC.

## 6. Related Policies

- TNC
  - Rules of Association.
  - Commitment to Child Safety
  - Employment policy
  - Community Access and Participation Policy
  
- Government Legislation
  - Associations Incorporation Reform Act 2012
  - Racial and Religious Tolerance Act 2001; Charter of Human Rights and Responsibilities Act 2006; Equal Opportunity Act 2010
  - Occupational Health and Safety Act 2004 (Vic), and Occupational Health and Safety Regulations 2017 (Vic)