

<b>Policy Title:</b>	Employee and Contractor Code of Conduct
<b>Policy Number:</b>	HRP003
<b>Category:</b>	Policy and Procedures
<b>Classification:</b>	Human Resource Policies
<b>Status:</b>	<b>Approved 12<sup>th</sup> August 2014</b>

## Purpose

The Code of Conduct sets out a standard of behaviour for all Kalano Community Association Inc (KCA) employees and contractors and how they are expected to conduct themselves when carrying out their duties. The code of conduct has been developed to assist employees and contractors to:

- Understand the standards of conduct expected of them;
- Enable them to fulfil their statutory obligations to maintain proper standards of integrity, diligence and concern for community interest;
- Enable them to comply with statutory requirements;
- Act in a way that enhances community confidence and belief in KCA; and
- To fulfil the requirement under AS/NZS ISO 9001:2008

## Scope

This Code of Conduct will apply to all Kalano Community Association employees and contractors in all their responsibilities in service provision. This includes any employee or contractor who:

- Work for, or provide services to the KCA on a contract basis;
- A person who works for KCA under an arrangement with a labour hire agency (eg: Kalano or Jobfind RJCP); and
- A person acting under powers of KCA consulted by delegation including volunteers.

## Policy

All Kalano Community Association employees and contractors must comply with the code of conduct and do so in a manner which is respectful, honest and safe. Employees and contractors will act with integrity and exercise due care when undertaking work tasks for which they are qualified. Employees and contractors will act in accordance with all Kalano Community Association Inc policies and legislative requirements and will not divulge confidential information or make public comment including in social media circles (like Facebook), without prior authorisation from the CEO or the KCA Council/Board.

***Failure by an employee or contractor to comply with KCA's code of conduct may give rise to disciplinary action.***

## **Procedures**

### **1. Act with Honesty and Integrity**

Employees and contractors must not place themselves under any financial or other obligation to any individual or organisation that might reasonably be thought to influence you in the performance of your duties or responsibilities:

- Be open and transparent in your dealings;
- Use power / influence responsibly;
- Avoid conflicts of interest; and
- Strive to earn and keep a high level of community trust.

### **2. Respect**

Employees and contractors must treat community members and others with respect at all times. This means:

- Not using derogatory terms towards others;
- Observing the rights of other people;
- Treating people with courtesy; and
- Recognising the different role and responsibilities others have within Kalano Community Association Inc.

### **3. Use Due Care**

Exercise due care and skill in doing your job, tasks and responsibilities:

- Seek all relevant information;
- Ask question to get clarification; and
- Understand the implications/outcomes of your decisions and actions.

### **4. Community Interest**

Employees and contractors have a duty to act in the best interest of our Kalano communities (Rockhole, Myalli Brumby, Geyulkgan, Town and Jodetluk) by:

- Supporting and promoting best practice in leadership;
- Through setting positive examples; and
- To maintain and strengthen community trust and confidence in the integrity of the association.

### **5. Disclose any Conflict of Interest**

All employees and contractors must disclose any conflict of interest. An employee or contractor who has a personal or financial interest in the matter in regards to which the member is required or authorised to act or give advice:

- Must disclose the interest to the CEO (or CEO to the Council/Board);
- Must register the interest with KCA; and

- Must not act in the matter unless authorised by the CEO or the Council/Board (as the case requires).

## **6. Must not Disclose Confidential Information**

Confidential Kalano Community Association Inc business must stay confidential. An employee or contractor must not disclose confidential information obtained in the course of their work except as may be required for official duties. An employee or contractor must not make improper use of confidential information obtained in the course of their work.

An employee or contractor makes improper use of information if the employee or contractor uses it to gain some private benefit or to inflict harm on another.

## **7. Accept Reasonable Direction**

Comply with any lawful and reasonable direction given by someone in KCA Inc who has authority to give that direction.

## **8. Public Conduct**

Employees and contractors will not make public comments on matters relating to Kalano Community Association or their employment (other than those delegated by the CEO). All employees and contractors will be aware of situations that may cause tension between the public and private roles and in such cases give priority to their public role (loyalty to the association).

## **9. General Conduct**

All employees and contractors must avoid behaviour that could constitute an act of disorder or misbehaviour. Specifically, must avoid:

- Contravenes associated regulations/legislations and relevant administrative requirements;
- Is detrimental to KCA's vision, mission, values and goals;
- Is unethical or improper;
- Is an abuse of power or misconduct;
- Causes compromises and/or involves intimidation, harassment or verbal abuse;
- Causes compromises and/or involves discrimination, disadvantage or adverse treatment in relation to other employees and contractors, members of community or your decision making process; and
- Involves prejudice in the provision of a service to the community.

## **10. Fairness and Equity**

All employees and contractors have an obligation to complete their duties in a consistent manner, acting promptly and fairly. This involves working in accordance with established procedures and in a non-discriminatory manner.

## 11. Relevant Documents

<p><i>Related Policies</i></p>	<ul style="list-style-type: none"> <li>• <i>HRP004 – Confidentiality and Privacy Policy</i></li> <li>• <i>WHSP001 - Work Health and Safety Policy</i></li> <li>• <i>WHSP003 – Discrimination Policy</i></li> <li>• <i>WHSP004 – EEO Policy</i></li> </ul>
<p><i>Related Publications</i></p>	<ul style="list-style-type: none"> <li>• <i>NT Associations Act</i></li> <li>• <i>Kalano Community Association Inc. Constitution</i></li> <li>• <i>NT Work Health and Safety Act 2008</i></li> <li>• <i>Fair Work Act 2009</i></li> </ul>

