

CODE OF CONDUCT

PURPOSE

The Community Disability Alliance Hunter (CDAH) Code of Conduct outlines the high standard of behaviour that is required from all including Board Members, Staff, Contractors, Volunteers, Members, and those engaging with CDAH. The Code provides guidance and clarity on the expectations, values, and ethics of CDAH.

SCOPE

The Code of Conduct applies to all Board Members, Staff, Contractors, Volunteers, Members and those engaging with CDAH. It applies to all CDAH's programs and activities.

CODE OF CONDUCT

The Code of Conduct outlines what is expected of all people representing CDAH and applies to all Board Members, Staff, Contractors, Volunteers, Members, and those connected with CDAH. It is expected that each individual will operate with a high standard of personal conduct and recognise that CDAH holds a strong reputation within the community, which is to be protected and respected at all times.

As a representative of CDAH, it is an expectation that individuals:

- Act with honesty, integrity, care and diligence;
- Foster, promote and contribute to an organisational culture and environment that is fair, inclusive, equitable and free from any form of harassment, discrimination, intimidation, victimisation, violence and bullying.
- Act in CDAH's best interest upholding organisational values, and protect the reputation of CDAH;
- Work collectively towards CDAH's organisational goals, in support of the things we do;
- Comply with any lawful and reasonable direction;
- Follow processes for the public disclosure of information, including making public comment on behalf of CDAH;
- Disclose, and take every reasonable step to avoid, any conflict of interest (real or apparent) in connection with CDAH;
- Adhere to all CDAH's policies and procedures;
- Utilise resources in a proper manner and not make improper use of: inside information, or your position, status, power or authority, to gain, or seek to gain, a benefit or advantage for yourself or for any other person.
- Be responsible in the proper use of funds, equipment and facilities
- Maintain a safe workplace/community hub and do not conduct yourself in a way that might risk the health and safety of yourself or others



- Any employee who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

STANDARDS OF BEHAVIOUR/REPRESENTATION

In determining whether a CDAH activity or conduct is outside the provision of the Code of Conduct, the following factors will be considered:

- The nature and circumstances of the activity; or,
- The position, duties, and responsibilities of the Board Members, Staff, Contractors, Volunteers, Members, and those engaging with CDAH.
- The consequences of the activity on the ability of the Board Members, Staff, Contractors, Volunteers, Members, and those engaging with CDAH to fulfil their duties and responsibilities.
- The effects of the activity or its consequences on CDAH's relationships beneficiaries, counterparts, host government, donors, or the public at large.

Examples of unacceptable behaviour/activities include, but not limited to, behaviour which:

- Negatively affects your own or another's performance or has the potential to do so, or;
- Is fraudulent, or;
- Embarrasses or threatens the reputation of CDAH, or;
- Could result in being charged and/or convicted of a criminal offence which, questions your continued suitability to remain as Board Member, Staff, Contractor, Volunteer, Member, or engage with CDAH.

If at any time, a person is unfit to complete their duties, it is their responsibility to inform the relevant Manager, or Chief Executive Officer.

RESPONSIBILITY

Board Members, Staff, Contractors, Volunteers, Members, and those engaging with the organisation.

RELATED DOCUMENTS

- Performance Management and Supervision Policy
- Disciplinary Procedure Policy

Approved	20 February 2024
Review Due	February 2026
Reviewed By	The Board



ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Community Disability Alliance Hunter (CDAH) Code of Conduct and that I have read and understood its contents.

Full Name _____

Date _____