

	<b>Code of Ethics and Conduct</b>
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**PURPOSE**

Fitzroy Learning Network (FLN) is committed to ensuring that all Board members, employee, volunteers, third parties and contractors act ethically, responsibly and in the best interests of the organisation.

FLN is committed to ensuring that individual interests that conflict with the interests of the organisation are identified and managed so that they do not affect FLN’s services, activities or decisions.

All employees are required to notify the organisation when other interests and/or commitments conflict with the best interests of FLN.

A code of conduct cannot cover every situation. If unsure of the appropriate action to take in a particular situation, the employee should discuss the matter with their manager.

Record of policy development		
Version	Date approved	Date for review
V1 5/10/2019		

Responsibilities and delegations	
This policy applies to	Board members, employee, volunteers, third parties and contractors act ethically
Specific responsibilities	Board members and employees are to ensure they operated within a framework of a code of ethics in their dealings.
Policy approval	Board

Policy context – this policy relates to:	
Standards	AQTF condition 3
Related policies	OHS <ul style="list-style-type: none"> <li>• Purpose and Values</li> </ul>



	<ul style="list-style-type: none"> <li>• Board Policy</li> <li>• Continuous Improvement</li> <li>• Child Safety and Wellbeing Policy</li> <li>• OHS Policy</li> <li>• Employment Conditions</li> <li>• Grievances and Disputes</li> <li>• Harassment and Bullying</li> <li>• Managing Underperformance and Misconduct</li> <li>• Financial Management Policy</li> <li>• Privacy and Confidentiality Policy</li> <li>• Use of Social Media</li> </ul>
Forms, record keeping, other documents	HR Staff Handbook

**Definitions**

**Workplace ethics:** the set of moral principles that guide workplace behaviour.

**Privacy:** the commitment and legal obligations of an organisation to keeping personal, sensitive or health-related information secure and restricted to those who require access to it for the purposes of delivering services required by their role.

**Resources:** Resources include physical, financial and technological resources as well as intellectual property. It includes use of the internet and email on systems provided by FLN.

**Policy and procedures**

This Code of Ethics and Conduct requires employees to commit to behave with:

The role of the employee is to empower and work with members of the community, not to counsel or decide what is best for them. Employees will act to ensure that all clients have access to relevant resources, services and opportunities which contribute to their well-being.

Employees will perform their duties at the highest level of professional conduct. Employees are expected to:

- Specifically be aware of FLN values.

**LEADERSHIP** - We are leaders in our community. We support and defend human rights. We work to reduce racism and discrimination. We advocate on behalf of and support our community to shape policies, laws and services.

**RESPECT** - We acknowledge that members of our community hold diverse perspectives and beliefs. We respect that diversity as a fundamental part of what makes Fitzroy and FLN special.

**COLLABORATION** - We are committed to working as a team, sharing knowledge and understanding, and supporting each other, whatever our roles. We recognise that partnerships are the best way to reach our objectives.



**BELONGING** - We are open and welcoming. Fitzroy Learning Network is a safe space, where people feel they belong.

**INTEGRITY** - We are committed to acting with honesty, openness and goodwill. We work transparently, meaning what we say and saying what we mean.

- **Be accountable:**
  - Be familiar with, and follow, relevant FLN values, policies and procedures
  - Work within FLN's goals and objectives
  - Act within the law
  - Not act in a way that brings the employee or FLN into disrepute
  - Perform their duties diligently
  - Observe relevant occupational health and safety requirements, and act to remove or bring to the attention of their manager any situation that is or may be a health and safety hazard
  - Do not comment publicly on any FLN matter except as provided for in the Media and Social Media policies
  
- **Demonstrate these personal behaviours:**
  - work cooperatively as a member of the team
  - support colleagues and treat everyone with respect, courtesy and sensitivity
  - discuss ethical concerns with colleagues and managers
  - project a positive image of the organisation
  - not be absent from duties without an appropriate reason
  - maintain confidentiality
  - Be self-directed in their own professional and personal development and be actively involved in their supervision.

### **Conflict of interest**

Employees must disclose potential conflicts of interest to management when dealing in the course of official duties with their relatives, close friends or business acquaintances. In particular, employees must be aware of conflicts that could arise if they are on committees or boards of management of other organisations whose operations compete with FLN.

In exercising any financial delegation, it is imperative that employees can demonstrate that they placed FLN's interest before their own. Where those interests are, or appear to be, in conflict, the employee must notify the CEO before discharging their financial delegation.

Employees must not use their position to obtain a private benefit for themselves or for someone else. Family or other personal or working relationships should not improperly influence decisions.

### **Confidentiality and privacy**

Employees must respect and keep confidential internal matters of the organisation, and respect the privacy of others.

Detailed guidance on these issues is found in FLN's Privacy and Confidentiality Policy.

### **Use of resources**

Employees are obliged to ensure financial responsibility for the funds spent on FLN programs and services, ensuring that in all financial matters there is full accountability and probity.

Employees must use FLN's resources only to carry out the functions for which they are employed/engaged and to respect and safeguard these resources.

Employees who have specific financial responsibilities, must observe the relevant legislative and regulatory requirements and be familiar with and practice FLN policy.

The IT policy provides additional guidance on using equipment for personal use.

### **Copyright**

FLN retains the copyright of work produced by employees during their employment unless the CEO grants specific approval by prior arrangement.

### **Outside employment**

The employee's manager should be informed of any outside employment or the conduct of any business, trade or profession that could interfere with the proper performance of employment, or give rise to a conflict of interest.

### **Gifts**

Employees should not accept inappropriate favours, gifts or hospitality for services performed in connection with their duties. If in doubt, refer to manager.

### **Use of alcohol or drugs**

The consumption of alcohol or improper use of drugs must not adversely affect employees' work performance or official conduct. On occasion FLN management may sanction or provide alcohol for approved functions.

### **Criminal offences**

Prior to starting with FLN any criminal offence must be reported in the Police Records Check.

If an employee is charged with a criminal offence during their employment with FLN, the situation should be reported immediately to the CEO.

### **Harassment and bullying**

FLN will not tolerate any discrimination or harassment by any employee against any other person in any situation related to FLN. See FLN's Harassment and bullying policy for further details.

Complaints concerning harassment or bullying should be actioned according to FLN's Grievance Procedure.



### **Reporting unethical behaviour**

Any employee who witnesses unethical behaviour of an employee or volunteer must report it, either to their manager, the CEO, or, if the behaviour relates to the CEO, to the Chair.

Employees should comply with all lawful directions they are given by management in relation to the matter. If the employee remains dissatisfied, they may lodge a personal grievance (see Grievance Policy) to have the matter resolved.