

## H37. CODE OF CONDUCT

Content:	Illawarra Aboriginal Corporation Policies and Procedures
Version:	2.0
Section:	Housing
Applies To:	Board, Management and Staff of all IAC Services
Date:	October 2015 (Review October 2018)

### Background and Purpose

The IAC's Housing policies articulate our aims, goals and philosophies in providing housing services for Aboriginal tenants and their families. They explain how the Illawarra Aboriginal Corporation works with its staff and other agencies to ensure that our tenants are afforded the best and most appropriate services and that we meet all of the requirements of the Aboriginal Housing Office and the Office of Community Housing.

### The IAC Board

... members and Sub-Committee members will:

- Support the aims of the organisation;
- Observe the rules of the IAC and CATSI Act;
- Follow any policies and procedures approved by and relating to them;
- Attend Directors & Committee meetings regularly and send apologies if unable to attend;
- Act only on matters with the consent or authorisation of the Board;
- Not interfere in IAC's day to day operations;
- Adhere to IAC accounting procedures;
- Represent the organisation in a positive way;
- Represent the organisation at external meetings and functions only with prior approval of the Board;
- Discuss confidential issues only in accordance with the Confidentiality Policy;
- Declare any actual or perceived conflict of interest in accordance with the Conflict of Interest Policy;
- Follow procedures to try to resolve any conflicts with staff or members of the organisation;
- Not abuse, physically or verbally, clients, staff or members of the organisation;
- Treat other Board members and staff with respect and assist the group decision making process.

### Staff, Students and Volunteers

... will:

- Support the aims of the organisation
- Observe all the rules of the IAC;
- Follow the IAC's policies and procedures;
- Adhere to the IAC's accounting procedures;
- Represent the organisation in a positive way;
- Represent the organisation at meetings and functions only with prior approval of the Committee;
- Discuss confidential issues only in accordance with the Confidentiality Policy;
- Declare any actual or perceived conflict of interest in accordance with the Conflict of Interest Policy;
- Not have unprofessional relationships with clients;
- Not perform work duties or participate in training when affected by drugs or alcohol;
- Not accept gifts or money from clients;
- Not harass in any form clients, other staff or members of the Organisation;
- Not abuse, physically or verbally, staff of client organisations, other staff or members of the Organisation;
- Ensure that clients' rights are met;
- Ensure the Board is fully informed of any issue which requires decision making;
- Wear appropriate clothing to the type of work they are doing.

### COMPLIANCE

*This policy complies with:*

- NSW Housing Act 2001
- NSW Residential Tenancies Act 2010
- Corporations (Aboriginal & Torres Strait Islander) Act 2006 (CATSI)
- Fair Work Australia Awards (FWA).
- NSW Occupational Health and Safety Act 2000

### REFERENCES

*This policy should be read with:*

- **Housing NSW** "Changing a Tenancy Policy"
- **National Regulatory Code** - 5. Probity