

C4. PROFESSIONAL ETHICS AND CODE OF CONDUCT

Content:	Illawarra Aboriginal Corporation Policies and Procedures
Version:	1.0
Section:	Human Resources (Childcare copy)
Applies To:	Board, Management and Staff of all IAC Programs
Date:	May 2014 (Review May 2017)

Background and Purpose

The Illawarra Aboriginal Corporation is committed to working on behalf of Aboriginal people in the community. The purpose of this policy is to apply a code of professional ethics to the workplace, which is consistent with the mission, values, and objectives of the IAC.

Employees Standards

IAC employees:

- are respectful, honest and courteous.
- give accurate information and prompt attention, and observe fairness and equity in their dealings with others
- create a co-operative, equitable and effective workplace
- endeavour to comply with relevant job standards, paying appropriate attention to quality and detail.
- meet the requirements of their position, and follow instructions that are reasonable and lawful, and within their capability and training.
- are encouraged to report suspected corrupt or fraudulent practices of others and will be protected from reprisal by the Protected Disclosures Act.
- endeavour to minimise adverse environmental effects of their actions in accordance with the Occupational Health and Safety (OH&S) Policy.
- observe the relevant provisions for conditions of employment and safety as described in the IAC's OH&S Policy.

Behaviour on the job

IAC employees:

- only claim to have those skills that they can demonstrate
- perform their duties unaffected by the consumption of alcohol or the use of other drugs
- recognise the IAC's Smoke Free Workplace Policy
- work towards eliminating discrimination and harassment from the workplace
- respect diversity in the workplace
- do not use their position to exert inappropriate influence over others
- do not use IAC resources for illegal activities including gambling and pornography

Commitment to the Work of the IAC

IAC employees:

- share a commitment to the values and objectives of the IAC
- work within priorities identified by IAC Board and management
- actively participate in IAC planning and consultative processes where appropriate and contribute to the development of the organisation and the community sector
- use the line management structure to provide constructive feedback and criticism.

Teamwork

IAC employees:

- work together towards agreed objectives and community goals
- communicate regularly with one another
- are encouraged to look for ways to improve work methods and to solve workplace and community problems
- are encouraged to give support and guidance to each other, ensure appropriate training and development and recognise each others results and achievements

Information

IAC employees:

- are aware of the IAC's policies regarding privacy and confidentiality
- observe these policies and related procedures when disclosing sensitive or confidential information.
- provide access to information when required by law or to assist other staff in their duties
- do not misuse information obtained at work either for financial reward or gain, or for taking advantage of another person
- follow IAC policies on the collection, storage and disposal of files and other records

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Attendance

IAC employees:

- attend work at times agreed with supervisors
- notify supervisors and other stakeholders of their absences
- report and account for all leave taken
- record attendance and obtain approval before changing their work times.

Personal use of IAC resources

IAC employees:

- are generally permitted to use IAC equipment for personal use if it does not impact negatively on their work or on IAC resources.
- can use IAC phones, fax machines, or computers (including internet) for personal use within reasonable limits. Where managers feel that a staff member's personal use of resources is unreasonable, they should attempt to negotiate a solution with the staff member.
- pay for excessive phone, fax or photocopier usage at a cost recovery rate.
- pay for stamps for personal correspondence.
- cannot post attachments to their email accounts at work, or bring in portable media (disks, usb sticks etc) which have been used elsewhere, as this presents a virus risk to the IAC computers and network.

Conflict of Interest

Staff members may occasionally encounter conflicts of interest when participating in IAC decision-making processes.

Potential areas of conflict of interest include:

- recruitment of staff or contractors
- proposing to undertake projects or enter into partnerships with other agencies
- representing the IAC in other forums

The IAC expects employees to be mindful of potential conflicts and to declare a conflict of interest before it arises. Appropriate action can then be taken in consultation with management.

The IAC encourages and supports staff involvement in community activities and volunteer work in their personal lives. However, it is possible that staff members may undertake volunteer or professional roles outside the IAC that give rise to a potential conflict of interest. The IAC expects that all staff members declare their involvement in external activities related to the work of the IAC when they are employed, and discuss and plan with their supervisor how any potential conflicts of interest can be managed. Staff members taking on other (new) work outside of the IAC need to inform their supervisor so as to prevent any potential conflicts of interest.

COMPLIANCE

This policy complies with:

- NSW Anti Discrimination Act (NSW Anti)
- Corporations (Aboriginal & Torres Strait Islander) Act 2006 (CATSI)
- Fair Work Australia Awards (FWA).
- NSW Occupational Health and Safety Act 2000
- Sex Discrimination Act 1984
- Human Rights and Equal Opportunity Commission Act 1986

REFERENCES

This policy should be read with:

- Children (Education and Care Services) Supplementary Provisions Regulation 2012
- All Governance policies
- All Human Resources policies