

The Code of Conduct applies to all financial members, volunteers and employees ('members') of Gladstone Conservation Council Inc while undertaking any role or activity related to Gladstone Conservation Council Inc.

**PURPOSE** The Code of Conduct contains standards of behaviour expected at Gladstone Conservation Council Inc. It is a central guide and reference to support day-to-day decision making and reflects the purpose, mission and values of Gladstone Conservation Council Inc.

**OUR PRINCIPLES** The Code of Conduct is based on the following fundamental ethical principles:

I. **RESPECT FOR THE LAW**

Gladstone Conservation Council Inc members, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

II. **RESPECT FOR ALL PERSONS**

Gladstone Conservation Council Inc recognises that its primary responsibility is to GCC members however, Gladstone Conservation Council Inc commits to treat all members of the community equitably, with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own;
- Courtesy and responsiveness in dealing with others;
- Fairness in supervising and dealing with other members;
- Making decisions that are procedurally fair to all people according to the principles of natural justice;
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction;
- An awareness and respect for cultural difference;
- Allowing for alternative points of view to be expressed;
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation; and

- Not engaging in conduct likely to bring discredit upon Gladstone Conservation Council Inc.

### III. INTEGRITY

Gladstone Conservation Council Inc members should carry out their duties in the best interests of Gladstone Conservation Council Inc and avoid conflicts between their private interests and their GCC responsibilities with respect to:

- Personal relationships;
- Financial relationships;
- Receipt of gifts;
- Outside work;
- Use of confidential information obtained in the course of Landcare duties; and
- External activities and public comment.

### IV. DILIGENCE

Gladstone Conservation Council Inc members should carry out their duties in a professional and conscientious manner. This involves:

- Always acting honestly, in good faith, and in the best interest of Gladstone Conservation Council Inc;
- Carrying out official decisions and policies faithfully and impartially;
- Seeking to attain the highest possible standards of performance;
- Exercising care for others in GCC-related activities; and
- Committee members have an obligation to be independent in judgement and action and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Committee.

### V. CONFLICT OF INTEREST

Gladstone Conservation Council Inc members must declare interests which conflict, either perceived or actual, with Gladstone Conservation Council Inc duties and activities. Members must not allow personal interests, or the interests of any associated person, to conflict with the interests of Gladstone Conservation Council Inc.

A conflict of interest may include, but is not limited to, an expressed personal value or belief, professional ethics, personal or professional relationships, financial or proprietary interests.

## VI. CONFIDENTIALITY

Gladstone Conservation Council Inc acknowledges that confidential information received in the course of the exercise of official duties remains the property of Gladstone Conservation Council Inc.

In addition, it is improper to disclose confidential information, or allow it to be disclosed, unless that disclosure has been authorised by Gladstone Conservation Council Inc or the person from whom the information is provided, or is required by law.

Documents and information of Gladstone Conservation Council Inc should be placed in secure locations where possible and sensitive information should not be distributed without the Chairperson's consent.

**GRIEVANCES** Breaches of this Code of Conduct or other policies of Gladstone Conservation Council Inc will be addressed by way of the Grievance Policy.

**'**

**COMPLAINTS AND PROCEDURE S** Gladstone Conservation Council Inc members should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times.

### AUTHORISATION:

This version was approved on: 25/01/19  
This version takes effect on: 25/01/19  
Authorised by: Anna Hitchcock  
Chairperson: Jan Arens  
Chairperson signature: