

Policy Name	Code of Conduct
Policy Number	9
Version No.	V2
Approved by Board on	9 February 2016
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Purpose

Southern Tablelands Arts Code of Conduct sets the minimum requirements of conduct for Board Members, Employees and Volunteers in carrying out their functions for the organisation.

The Code of Conduct is designed to guide and inform the behaviour of the Board, staff, volunteers and contractors of the organisation. The Code does not seek to encompass all possible scenarios arising in business of the organisation however, it provides a set of parameters to guide acceptable and unacceptable behaviour.

The Code of Conduct has been developed to assist Board Members, Employees and Volunteers to:

- understand the standards of conduct expected of them,
- act honestly and exercise a reasonable degree of care and diligence,
- act in a way that enhances public confidence in the organisation.

Policy

The Code of Conduct defines expected standards of behaviour by the Board, staff and volunteers in performing their duties on behalf of the organisation. Organisation Board Members, employees and volunteers must act lawfully and honestly and exercise a reasonable degree of care and diligence in carrying out the functions of the organisation.

General Conduct

Southern Tablelands Arts (STA) Board Members, Employees and Volunteers must not conduct themselves in a manner that is likely to bring the Association into disrepute. Specifically Board Members and Employees must not act in a way that:

- contravenes Legislation and associated Acts;
- is detrimental to the pursuit of the Constitution of the organisation;
- is improper or unethical;
- is an abuse of power or otherwise amounts to misconduct;
- causes, compromises or involves intimidation, harassment or verbal abuse;
- causes, compromises or involves discrimination, disadvantage or adverse treatment in relation to employment;
- causes, compromises or prejudice in the provision of a service to the community.

STA Board Members and employees must treat others with respect at all times.

STA Board Members and Employees must adhere to the organisation's adopted policies and procedures in all their undertakings.

1. Board Members

In conducting the business of Southern Tablelands Arts Inc. Board Members must:

- perform their duties in a professional and responsible manner, conducting themselves honestly and carefully at all times;
- publicly and privately support the organisation, each other, staff and volunteers acknowledging the strengths and weaknesses of others while acting with courtesy and respect;
- keep themselves informed of the business of the organisation in particular the Strategic Plan and financial status of the organisation;
- make reasonable decisions and actions that are appropriate to the circumstances and which are based on consideration of all relevant facts and supported by adequate and relevant documentation;
- act in the organisation's best interests and be fully aware of when their own interests may conflict with those of the organisation;
- be aware of their roles and responsibilities to the organisation;
- understand that the organisation is in receipt of funds from state, federal and local government sources as well as commercial entities and of the responsibility to be fully accountable for the expenditure of those funds;
- not accept any gift or benefit that is intended to, or likely to, influence their decisions or voting method;
- advise the President if they believe they have been offered a bribe or inappropriate attempts have been made to influence their decision-making.

2. Staff and Volunteers

In conducting their duties at Southern Tablelands Arts Inc. staff are expected to:

- publicly and privately support the organisation, the Board and each other, acknowledging the strengths and weaknesses of others while acting with courtesy and respect;
- act honestly and in good faith at all times in the interests of the organisation and its objects, ensuring that all stakeholders, particularly those who are recipients of services, are treated fairly according to their rights;
- perform their duties as best they can, taking into account their skills, experience, qualifications and position;
- act in a safe, responsible and effective manner;
- be punctual and reliable in their attendance and adhere to the prescribed and authorised hours of duty;
- comply with the prescribed terms and conditions of their employment / engagement;
- record their attendance for duty in the manner prescribed;
- notify the organisation of any inability to attend duty as early as possible so as not to inconvenience others or delay the work of the organisation;
- carry out their duties in a lawful manner and ensure the organisation carries out its business in accordance with the law, and recognise both legal and moral duties of their role;
- respect and safeguard the property of the organisation, the public and colleagues and observe safe work practices so as not to endanger themselves or others;
- maintain confidentiality regarding any information gained through their work and not divulge personal information or the address or phone numbers of staff, Board or service users;



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- ensure that all transactions, agreements and records that flow from relationships with the organisation's stakeholders will be accurately and openly recorded in the organisation's books and records and no entries will be made which obscure the true nature of the transaction;
- ensure that Southern Tablelands Arts Inc. will market its services with integrity and accuracy;
- ensure that personal and financial interests do not conflict with the duty of the organisation.
- undertake no personal or business activities for personal gain while at the organisation or while conducting business of the organisation. Procedures associated with such activities will not be carried out on the organisation's computers without open and express permission of a higher authority.
- work within the organisation's policies and principles.

Relevant documents

Constitution – amended 9 September 2014

Financial Management Policy

Debt Collection Policy

Use of Private Vehicle Policy

Gifts, Benefits and Bribes Policy

Leave Policy

Staff Fortnightly Timesheet

Marketing Plan (2016)