

1.6	CODE OF ETHICS AND CONDUCT
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Applies to: All staff, Management Committee, volunteers	Version: 1
Specific responsibility: All staff, Management Committee, volunteers	Date approved: 24.5.16
	Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	Anti-Discrimination Act 1977 (NSW) (including 'Carers Responsibilities' Amendment, March 2001) Commonwealth: Racial Discrimination Act 1975, Sex Discrimination Act 1984, Human Rights and Equal Opportunity Commission Act 1987, Disability Discrimination Act 1992 and Age Discrimination Act 2004, Equal Opportunity for Women in the Workplace Act 1999 The Protected Disclosures Act 1994
Contractual obligations	

POLICY STATEMENT

HECIS is committed to ensuring that all staff, volunteers and Management Committee members act ethically, responsibly and in the interests of the organisation.

HECIS is committed to ensuring the service is a safe environment for children and has a positive influence on those who participate in and/or attend the HECIS programs, activities and services.

HECIS 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 the services, activities or decisions of the organisation.

All Management Committee members, staff, volunteers and contractors are required to notify the organisation when other interests and/or commitments conflict with the best interests of the organisation. Declaration and management of conflicts of interest are specifically required for Management Committee members and all staff.

PROCEDURES

All staff, volunteers and Management Committee members will sign an agreement to adhere to the Code of Ethics and Conduct on joining the organisation, and whenever the code of conduct is updated or varied.

The Code of Ethics and Conduct Agreement defines the required level of acceptable conduct. HECIS personnel are required to commit to:

- 1. HECIS Values**
 - Honesty and integrity:
 - Respect and courtesy
- 2. Standards of work**
 - Accountability
 - Personal behaviours

3. Conflict of interest
4. Confidentiality and privacy
5. Use of resources
6. Harassment and bullying
7. Reporting unethical behaviour

DOCUMENTATION

Documents related to this policy	
Related policies	Conflicts of Interest Confidentiality Grievance Procedure Access to Confidential Information Professional Ethics and Conduct Information Technology Use of Internet and Email Performance Management & review Managing Unsatisfactory Work Performance Child Safe Policy
Forms, record keeping or other organisational documents	Conflicts of Interest Disclosure Book Code of Ethics and Conduct Agreement (Staff) Code of Ethics and Conduct Agreement (Management Committee)

Reviewing and approving this policy	
Review of policy	Annually By the HECIS Co-Ordinator
Approving policy and policy changes	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	11.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.17	HECIS CoOrdinator	Aug 2017
3	2.8.17	HECIS CoOrdinator	Aug 2018
4	31.8.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021