



Landcare Association of South Australia Inc

A member of the National Landcare Network

ABN 20 341 395 200



Code of Conduct for the LASA Management Committee and Staff

Established: Gov 002

August 2021

Next Review:

August 2023

Owner:

Committee Chair

Landcare Association of South Australia Inc's ethical framework is based upon three elements:-

- Integrity
- Respect
- Accountability

This policy provides guidance to employees and committee members in complying with this ethical framework.

1. Aim

To establish policy guidelines for a code of conduct for Staff and LASA Management Committee members at all levels.

2. Scope

This policy applies to all staff and Committee members of Landcare Association of South Australia Inc.

3. Policy Statement

Landcare Association of South Australia Inc is the peak body of the community Landcare sector in South Australia, constituted under the *Associations Incorporation Act 1985* and it's primary functions are:

- To assist in setting the future direction of community Landcare as a vehicle for Aboriginal people, volunteer community groups, individuals, land owners and managers to improve the health of our natural and working landscapes.
- To facilitate the exchange of ideas, skills, information and resources between volunteer community groups/individuals in South Australia and between groups and relevant government and non-government agencies.
- To represent and advocate for the needs and aspirations of community Landcare in South Australia to industry, relevant government and non-government agencies.
- To promote, support and strengthen community Landcare in South Australia and the capacity of community groups and individuals to undertake activities to improve the health of our natural and working landscapes.



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Organisational	Staff/Committee Members	Behaviours
Knowledgeable	Stakeholder satisfaction Promote the Association	Service with a smile Know our stakeholders and our purpose 'Stand in their shoes'
Representative/Professional	Integrity Excellence Commitment	Do the 'right thing' Professionalism - business minded Do things right Set the example
Energetic	Initiative Responsiveness	Proactive not reactive Finish what we start
Adaptable	Continuous Improvement	Identify opportunities Think outside the square
Independent but Collaborative	Teamwork Dedication Accountability Personal development & Recognition	Reliability 'Work as one' Self-discipline If you don't know.... ask Own your actions - your work affects others Help people progress
Inclusive	Dignity Mutual Respect	Everyone counts or nobody counts Principles before personalities Passage of information

Landcare Association of South Australia Inc is committed to the following principles: -

- That employees and committee members properly use the resources, information and authority of the Association.
- Ensuring that employees' and committee members personal interests do not adversely affect the way that their duties are carried out.
- Complying with all relevant Acts, Regulations, guidelines, policies and procedures.

INTEGRITY

- Serve the Association's stakeholder community (including the public) in accordance with Association policies, without fear of reproach, by providing impartial, professional service and advice that is frank and apolitical.
- Act honestly when performing your duties.
- Ensure you declare and appropriately manage interests that may conflict with the way you carry out your duties.
- Do not accept gifts, benefits or favours that may influence or be reasonably seen to influence your decision making.
- Prevent nepotism and patronage.



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- Ensure all selection decisions are based on a proper assessment of merit.
- Ensure employment or remunerative work outside is appropriate and, where necessary, approved by the Association/Committee Chair.
- Conduct yourself in public in a manner that will not reflect adversely on the Association.

Conflict of Interest:

This is where there is, or there is a perception that, your personal interest is, or that of your affiliations/employer is potentially in opposition to the interests of the Association and / or the broader public interest. If you find that you have a personal, financial or other interest that might affect or may be seen to affect the way you perform your duties, you must discuss the situation with your manager or the Association Management Committee Chair and take whatever action is necessary to avoid such a conflict.

A conflict of interest may come in various forms including: -

- Accepting gifts, benefits or favours where they may be seen to influence or potentially influence your decision making or create a sense of obligation. Ensure any gifts are recorded in the gifts register.
- Participating in decision making where you, a family member, or a friend have a personal interest in the outcome.
- Seeking any advantage from information gained during the course of your employment/as a member of the Committee, or providing confidential information to an outside organisation or other person. **Information gained in the course of your employment/tenure on the Committee belongs to Landcare Association of South Australia Inc and may at the very least be covered by Privacy Laws.**

Also be aware that:

- You do not make decisions in order to gain a personal advantage – for example you are required to ensure that your decisions whilst you are an employee/member of the Committee of the Association, do not unfairly benefit any other organisations.
- When you leave the employment of the Association or cease to be a Committee member, you must continue to respect the confidentiality of information gained through your employment or as a member of the Committee with the Association.

RESPECT

Respect is about how you treat other people. You are required to show consideration for other people by:

- Treating all stakeholders (internal and external) with respect and courtesy and having regard to their dignity
- Preventing nepotism and patronage
- Treating all stakeholders fairly and consistently



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Value diversity / No discrimination

An important part of respecting others is valuing their diversity. By valuing the differences that all employees/Committee members bring to the Association we can better meet the needs of the Association. Unlawful or unjustifiable discrimination must not occur. Avoid both direct and indirect discrimination in your treatment of individuals and in the service you deliver.

- Discrimination is unlawful if it is practiced on the grounds of sex, sexuality, marital status, religion, pregnancy, race, physical impairment or any other ground. You should also ensure that no other form of unjustifiable discrimination is exercised against employees or persons seeking employment with the Community Corporation.
- Valuing and using diversity in your work environment. Recognising the importance of people through training and ongoing development in the work environment

Preventing Nepotism and Patronage

It is unacceptable to favour your relatives (nepotism) or other people you know (patronage) by providing an advantage through the position you hold. Do not participate in a work situation which supports, promotes or encourages your relatives or people you know to obtain an advantageous position, unless your manager/Committee Chair has authorised your involvement.

Harassment and Bullying

Harassment is unlawful. It may be based on a real or perceived difference such as sex, race or disability. It can lead to the victim feeling offended, humiliated, intimidated or being disadvantaged. Harassment consists of unwelcome, offensive, abusive or belittling or threatening behaviour directed at another person. It can be manifest in language, manner or behaviour.

Bullying is a form of harassment and is not acceptable. Bullying is about the abuse of power and influence by intimidatory, offensive, degrading or humiliating language and behaviour. It can be perpetrated by individuals or by groups. It can be overt (obvious) or covert / passive. In the latter case it can take the form of exclusion or shunning of individuals from workgroups or activities.

Health and Safety

You must take reasonable care to protect your own health and safety and the health and safety of others. (See policy *Substance Abuse – Drugs & Alcohol in the Workplace in respect of substance abuse*).

Skylarking and practical jokes can contravene this principle.

Remember

- Treat the public, stakeholders and other employees or committee members with respect and courtesy, having regard for the dignity of the people with whom you interact.
- Recognise the importance of people through training and ongoing development.
- Promote equity, and value and utilise diversity in the work environment and in the community.



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- Prevent unlawful discrimination against employees, committee members and volunteers. You must ensure that no form of unjustifiable discrimination is exercised against employees, committee members or stakeholders.
- Take reasonable care to ensure your own health and safety at work and avoid adversely affecting the health and safety of others.
- Prevent bullying or other forms of harassment in or outside the workplace.

ACCOUNTABILITY

Accountability refers to your responsibility as an employee/committee member of the Association. To ensure accountability you are required to:

- Continuously strive to improve your performance in delivering services
- Utilise resources at your disposal in an efficient, responsible and accountable manner.
- Provide responsive, effective and efficient services to the Association's customers.
- Deal with information of which you have knowledge as a result of your work only in accordance with the requirements of the Association.
- Base all your selection processes on a proper assessment of merit.
- Maintain structure, systems and processes that work without excessive formality and that can adapt quickly to changing demands.
- Observe all legislative requirements, and lawful and reasonable instructions from people with authority.

Using Association Property, Money, Goods or Services

You are required to use all resources, including human resources, efficiently and effectively for the benefit of the Association and its members and stakeholders.

Waste or misuse of any resource is inappropriate. Care should be taken with technological resources. For example, your use of the internet and email must be in accordance with the Community Corporation policy.

Confidentiality & Privacy – Release and use of information.

Be scrupulous in your use of official information. Ensure that you know about and satisfy the Association's Confidentiality Policy. Ensure that the privacy of individuals and stakeholder organisations is maintained and only release information in accordance with Privacy principles, the Freedom of Information Act and the Association's policies.

Take care before making any public comments. These must be done in accordance with the Association's policy or the Committee Chair's permission.

Other

Do not allow your private, political or personal views and values to adversely influence your work.



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UNACCEPTABLE BEHAVIOUR

There are a range of behaviours that are deemed unacceptable, which may lead to **immediate** disciplinary action. Examples include:

- Actions or language used towards a member of the public, stakeholder, committee members or other staff of a sexually offensive nature.
- Physical contact with members of the public, stakeholders, Committee members or other staff of a threatening or unwelcome nature.
- Shouting or using loud, threatening or aggressive language at other staff, stakeholders, Committee members or members of the public.
- Distributing material of a pornographic nature either verbally, electronically or in published form. Ribald jokes and related material distributed on the internet may fall into this category.
- Aggressive mannerisms such as slamming doors, throwing or dropping items, damaging property.
- Knowingly or negligently breaching Association policies and procedures.

CONSEQUENCES

Breaching the Code may result in consequences ranging from reprimand / warning through to termination of employment/committee membership. Some breaches of the Code are also civil or criminal offences and you may face prosecution or civil action.

A MODEL FOR ETHICAL DECISION MAKING

The following decision-making model is provided to guide your ethical decision making and does not form part of the legally binding Code of Conduct.

The decision-making guide can assist you to determine an appropriate course of action when faced with an ethical dilemma. The model will help to ensure that your behaviour meets the standards required by this Code.

Here you can list any pertinent legislation/Policies if required

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DECISION MATRIX

1»	2»	3»	4»	5»
Define the problem	Identify the underlying principles, legislation and policies	Identify and consider the options	Sunlight test—ask yourself the following questions:	Choose your course of action
<ul style="list-style-type: none"> • What is difficult about the situation? • What other factors are involved • Who else is involved and what are their points of view on the matter? Is there a need to work cooperatively? • What effect does your behaviour have on them? 	<ul style="list-style-type: none"> • Do your personal interests conflict, or reasonably appear to conflict, with the public interest? • What are your duties • Does the Code of Conduct require you to behave in a certain way? • Is there a relevant guideline, determination or policy? • Are there any legal implications? Where necessary, seek legal advice. 	<ul style="list-style-type: none"> • List all alternative options. For each option apply risk management principles to identify the impact on different stakeholders, the legal implications and the relevant principles of the Code of Conduct. • For decisions that could have a large impact, or if you are still unsure as to the preferred action, get a second opinion from an independent, trusted person. • Where necessary, seek advice from your manager, Committee Chair or external Consultant. 	<ul style="list-style-type: none"> • What would your family or Committee Chair say if your actions were reported on the front page of a newspaper? • How will this decision be viewed by future generations? • Would you be happy if this action/behaviour was performed on you/directed at you? 	<ul style="list-style-type: none"> • Your choice of action must be within the legislation, policies and guidelines for your organisation. • Your behaviour must reflect the Code of Conduct. • You must be able to justify your course of action.

STAFF & MANAGEMENT COMMITTEE CODE OF CONDUCT AGREEMENT

I acknowledge and agree to policy guidelines as set out in this Staff Code of Conduct Policy

Name:..... Date:.....

Signature:.....