

POLICY



4.1 CODE OF ETHICS

Supporting Procedure:	N/A	
Other Related Documents:	1.1 Board of Management 4.2 Conflict of Interest 4.4 Gifts and Benefits	
Category:	Organisation	Dates:
1 st Review By:	Exec Committee, Patricia Sutton and Jane O'Malley	13/07/2017
2 nd Review By:	Jane O'Malley and Patricia Sutton	21/05/2019
3 rd Review By:	Jane O'Malley and Patricia Sutton	14/05/2020
Approved By:	Board of Management	18/06/2020
Issued By:	CEO	16/06/2020

Introduction

Peel-Harvey Catchment Council (PHCC) is committed to ethical conduct. The Board and Employees of PHCC have a legal and moral responsibility to manage the organisation in the best interests of the community it serves. This policy indicates PHCC's position on ethics and proper practice and the standards and conduct expected of the Board, Employees and Volunteers of PHCC.

The *Board of Management* Policy 1.1 includes additional expectations of Board Members specifically relating to the conduct of their duties on the Board.

Definitions

For the purposes of this Policy:

'Board of Management' means the Association Members of PHCC

'Employee' means all paid employed persons of PHCC

'Volunteer' means anyone providing unpaid assistance to PHCC

'Stakeholder' means any person or entity with which PHCC interacts

'Others' means Board, Employees, Volunteers and Stakeholders

'Workplace' means any site, office, vehicle or place at or in which you conduct your work

'Integrity' is the quality of being honest and having strong moral principles

'Reflective Practice' is the ability to reflect on one's actions to engage in a process of continuous learning

'Courage' means the mental or moral strength to venture into, persevere with or withstand fear or difficulty

4.1 CODE OF ETHICS

Policy Statement

PHCC expects Board Members, Employees and Volunteers to be guided by the values of the organisation and the principles of professional practice in conducting themselves, undertaking their work and interacting with stakeholders. Those values and principles are:

Values:

Respect
Open Communication
Trust
Reflective Practice
Courage (see Definitions)
Integrity

Principles of Professional Practice:

Commitment to Excellence
Evidence based decision making
Involving people with the most relevant knowledge and experience when setting priorities
Demonstrating credibility
Accountability and transparency

Values

1 Have Respect for others and for the Organisation

We will positively support the organisation and its work at all times in public and private communications, and be considerate of the rights, feelings or wishes of others in all interactions and decisions regarding projects, property and work practices.

2 Encourage and Practice Open Communication

We will actively encourage feedback and suggestions from others to continually develop and improve on delivery of the objectives of the organisation.

3 Have Trust in others and be Trustworthy

We will be transparent in our actions, and will maintain confidentiality regarding any information gained through our work.

4 Utilise Reflective Practice to learn and grow

We will encourage and undertake reflective practice in day to day activities, and utilise the principles of adaptive management in our work.

5 Demonstrate Integrity

4.1 CODE OF ETHICS

We will, within any leadership role, set clear expectations of honest and ethical behaviour for others, and will at all times act honestly and in good faith in the interests of the organisation.

Principles of Professional Practice

1 Commitment to Excellence

We will persistently create better ways of doing the things we do. We will build on our accomplishments in our personal and professional journey to be the best we can, and set new standards in our industry. We will expect more of ourselves than our community do. We will endeavour to exceed expectations in every project.

2 Evidence-based decision-making

We will ensure that the development of any program, practice, or policy is grounded in the best available research evidence and informed by experiences in the field and relevant background evidence.

3 Involving people with the most relevant knowledge and experience when setting priorities

We will ensure that we involve a wide range of stakeholders within the community when we determine what work we undertake. We will seek to consider local experience and the technical, physical or intellectual knowledge available to us and relevant to our region when making natural resource management (NRM) decisions.

4 Demonstrating credibility

We will be trustworthy and consistent in our behavior and actions. We will be competent in what we do and demonstrate sound judgment. We will demonstrate a willingness to listen and work in the best interest of others.

5 Accountability and transparency

We will individually, and as an organisation, take responsibility for our decisions and actions. We will set objectives and report on our achievements against those objectives. We will maintain accurate and reliable records as required by relevant legislation and policies and keep them in such a way as to ensure their security and availability for scrutiny when required. We will communicate openly across the organisation and with stakeholders about the planning and delivery of our work.