



Title of Policy: Code of Conduct for the Committee of Management of The Wilderness Society Inc

Section:

Date: November 2010

Objective/Intention

The Wilderness Society is committed to demonstrating and implementing high standards of personal and professional conduct.

This Code of Conduct, together with TWS values, establishes the ethical framework which guides the behaviour of the members of the Committee of Management (CoM) of The Wilderness Society Inc (TWS Inc). It is designed to assist the members of the COM to understand their responsibilities and obligations and to provide guidance where a member is faced with an ethical dilemma or a conflict of interest.

Background

The principles and values underpinning the Code shape the reputation by which TWS will be known in the future. Some situations faced by members of the COM are complex, so the Code explains the broad guidelines that are more closely defined elsewhere in policy, procedures, legislation and industrial agreements.

Members of the COM are required to respect and comply with TWS values:

- Passion for our purpose;
- The power of people to make change;
- Organisational independence and integrity;
- Compassion in dealing with our staff and others; and
- A commitment to success in protecting the environment.

All members of the COM are required to perform their duties in a spirit of commitment to our values and to become familiar with the Code of Conduct and observe its provisions.

Scope

The Code of Conduct applies to the members of the COM of TWS Inc.

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CODE OF CONDUCT

1. Use of Core TWS Values to guide decision making and interactions with staff, members and volunteers of TWS

Members of the COM must ensure that all decisions and actions are made with due respect and consideration to TWS core values.

This places a responsibility on all members of the COM to:

- act in good faith and with honesty, integrity, transparency and impartiality;
- act with diligence and responsiveness and treat members, staff and volunteers of TWS with fairness, respect and courtesy and without discrimination or harassment;
- foster and protect the reputation of TWS;
- carry out duties as best as they can, constantly enhancing their professional knowledge;
- be accountable for all actions and decisions;
- respect the confidentiality of entrusted information;
- be alert to issues of conflict of interest and take action to declare and avoid them;
- use TWS resources properly and in accordance with occupational health and safety obligations;
- report all fraud and corrupt conduct.

As leaders within TWS Inc, COM members also have special responsibility to:

- actively promote organisational values, goals and decisions;
- lead by example by modelling core values with appropriate behaviours;
- communicate with others in a clear, concise and honest manner;
- identify areas of opportunity and monitor self-development goals;
- provide support and guidance to staff;
- protect, promote and restore wilderness and natural processes across Australia for the survival and ongoing evolution of life on Earth.

2. Personal and Professional Behaviour and Conduct

Members of the COM must act respectfully and professionally when dealing with volunteers, members and staff of TWS and must :

- observe the highest standards of honesty and integrity and avoid conduct which could suggest any departure from these;
- not use confidential information for any purpose other than for the benefit of TWS;
- ensure their work is carried out efficiently, economically and effectively and that the standard of work reflects favourably on TWS;
- follow the lawful policies of TWS Inc and ensure that at all times their work and behaviour in adheres with these policies;
- not seek to influence any person in order to obtain a position, promotion or other personal advantage;
- not wilfully discredit or cause embarrassment to the employees, members or volunteers of the organisation.

As a member of the COM, members must make their best endeavours to:

- attend each meeting of the COM or a subcommittee of which the person is a member;
- perform tasks in accordance with any decisions of the COM or a subcommittee;

- read all of the formal papers before a meeting of the COM or a subcommittee;
- provide an apology before any meeting of the COM or a subcommittee that they are unable to attend; and
- contribute to the effective operation of the COM and subcommittees.

3. Conflict of Interest

A conflict of interest arises when a private interest conflicts or could be reasonably seen to conflict with the duty of a person as a member of the COM.

At the start of each meeting of a COM or a subcommittee of the COM, members must specify whether they have potential conflicts of interests in relation to any matters that are on the agenda.

The nature of this conflict of interest should be entered into the meeting minutes. The interest should also be documented in the Declaration of Interest Register.

Where a potential conflict of interest is raised at a meeting, the meeting shall determine whether one or more of the following should apply:

- the COM member must refrain from voting;
- the COM member must leave the room or teleconference for part or all of the discussion on the item;
- the COM member must not initiate or take part in any discussion on that item (this could potentially apply either in the meeting or with other COM or subcommittee members before or after the meetings).

If a person declares themselves to have a conflict of interest, confidentiality will be respected.

Examples of an interest that should be declared could be (but are not limited to):

- When a COM member or his/her family, close friends or business interests stands to gain financially from any business dealings, programs or services of TWS Inc or any other TWS member organisation.
- When a COM member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal advantage.
- Where a COM member has a role in another organisation, where the activities of that other body may be in direct conflict or competition with the activities of TWS Inc or any other TWS member organisation;
- Where the COM member is an employee of TWS Inc and the matter relates to (or has an impact on):
 - his or her terms and conditions of employment; or
 - his or her future employment.

4. Alcohol and Drugs

Members of the COM must not:

- use illicit/illegal drugs while performing their duties as a member of the COM;
- consume alcohol while on duty, except where related to the member's official duties; or
- bring or store illicit or illegal drugs on to any work premises or any site of TWS.

5. Equal Opportunity and Non Discrimination

It is the responsibility of both the employer and employees to comply with the letter and spirit of State and Commonwealth Anti Discrimination legislation. In general, such legislation prohibits discrimination on the basis of a person's race, colour, sex, sexual preference, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion, national extraction or social origin. Sexual harassment is also illegal.

Members of the COM must promote equal opportunities principles and practice within TWS Inc.

6. Financial Probity and Accountability

It is the responsibility of members of the COM to ensure that in financial matters there is full accountability in relation to any advice or transaction in which they may be involved. Members must act in accordance with TWS Inc's financial policies and observe the relevant legislative and regulatory requirements.

Members must not use TWS Inc funds or credit cards for personal purposes or benefit.

7. Confidential Information

Members of the COM must ensure that unauthorised people do not access confidential data and documents.

Members shall not disclose any organisation-related information to any person or institution not authorised to receive the information and shall not use such information for any purposes other than for the purposes of TWS Inc.

8. Use of Facilities and Equipment

TWS facilities and equipment are provided so we can achieve our Purpose and agreed Goals. Members of the COM can only use them for approved purposes.

Members must use TWS Internet, Intranet, email and computer systems (including storage) in compliance with the TWS data storage, internet/intranet and email policies

9. Alleged Breaches of the Code

TWS Inc is committed to the highest standards of conduct and the continual improvement of our practices.

If volunteers, members or employees of TWS believe that a member of the COM of TWS Inc has contravened this code, the person may report the matter to the Convenor of the COM.

Unless otherwise requested by the volunteer or employee who makes the complaint:

- the Convenor must report the concern to the COM; and
- the COM must consider the concern and provide a response.

Review

Implementation of this Code will be reviewed by 1 August 2011.

In 2011, TWS Inc will develop, in consultation with staff and volunteers of TWS Inc and members of TWS Australia, a Code of Conduct for all staff and volunteers of TWS Inc.

Compliance/Legal Requirements (if relevant)

	Attachments (if relevant):
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