

Professional Code of Conduct Policy

April 2019

Policy statement

This policy is intended to demonstrate FYA's belief and commitment to responsible social and ethical behaviour that aligns to FYA's organisational values. This policy sets out the standards of professional conduct expected of all FYA team members.

Scope

This policy applies to all employees (team members and people leaders), contractors, volunteers and interns.

General operating principles

Our employees contribute to the success of our organisation and the success of our partners, clients and stakeholders. Our employees have an obligation to the wider organisation and stakeholders to conduct themselves in a professional, ethical and socially acceptable manner of the highest standard. Unprofessional conduct undermines FYA's reputation and the work we do.

Below is an outline of the behaviours and conduct expected of all employees, contractors, volunteers and interns.

Respect

You must treat others with courtesy and respect. This includes: being reliable, considerate, and sensitive, listening to others, using appropriate language and respecting differences of opinion.

Decision making

You must make decisions based on merit and in accordance with Board Delegations. This includes: avoiding personal bias and not letting personal relationships, political views or beliefs influence our decisions.

Care and diligence

You must act with reasonable care and diligence in performing your role. This includes: performing your duties diligently, conscientiously and to the best of your ability.

Good faith

You must act in good faith in the best interests of the wider organisation and for a proper purpose. This includes: acting honestly and avoiding conflicts of interest. Conflicts of interest include: avoiding the perception that any transaction or dealing with another organisation might have been influenced by offering or accepting gifts. Under no circumstances should an employee, contractor, volunteer or intern offer or accept cash gifts. Where conflict of interest does arise, it should be disclosed to your People Leader

to be managed. You may seek support prior to disclosure from People and Culture or a trusted colleague who will support you in making the disclosure.

Reputation

You should promote the organisation's reputation wherever possible in your professional dealings with others and refrain from engaging in any activity that might compromise the integrity and good reputation of the organisation.

Use of position

You must only use your position for a proper purpose. This includes: not using your position to gain a personal advantage for yourself or someone else or to the detriment to the wider organisation.

Use of property and assets

You must only use property and assets of the organisation for a proper purpose. This includes: not using your laptop, phone (if applicable), credit card (if applicable), stationery and other property and assets for personal use without seeking permission. You should take reasonable care to secure property and assets of the organisation against fraud or theft.

Working with young people

You must be open and transparent in all your dealings with young people and comply with the organisation's Code of Conduct for Working with Young People and Duty of Care policy at all times.

You must immediately report any suspect activities or suspected breach of the organisation's Code of Conduct for Working with Young People or Duty of Care policy to a member of the Duty of Care Committee or an appropriate alternative FYA staff member. You may seek assistance from People and Culture or an appropriate alternative FYA employee if you feel you need support in making a report. You must provide all reasonable assistance and cooperation with any investigation.

You must immediately report to your People Leader or a trusted team member who can liaise with your People Leader any matter that arises that will, or could, prevent you from holding a valid working with children check (or equivalent) or national police records check.

Confidential information

You must only use confidential information gained by you in the course of your employment for a proper purpose. You must take reasonable steps to keep that information confidential and not disclose it to third parties, unless they need to know. This includes: lists of our participants, stakeholders and contacts, information about our financial position and contracts.

Intellectual property

You must only use intellectual property created in the course of your employment for the benefit of FYA. You must take reasonable care to protect FYA's intellectual property and not do anything that causes it to be lost. This includes: trademarks, logos, methodologies, frameworks, reports, papers and presentations.

Privacy

You must respect the privacy of others and take reasonable care to protect personal information from unauthorised access, use or disclosure. This includes: personal information about young people, stakeholders and other employees.

You must only collect, hold, use and disclose personal information in accordance with our privacy policy and not do anything to cause FYA to breach its privacy obligations.

You must immediately report any privacy complaints or suspected breaches of privacy to the privacy officer and provide all reasonable assistance and cooperation.

Health and safety

You must take reasonable care for your own health and safety, which includes your physical and psychological health and wellbeing. You must take reasonable care that nothing you do endangers the health and safety of others. You must promptly report incidents and potential hazards you become aware of (and remove physical hazards where safe to do so). In the event of an incident you must provide all reasonable assistance and cooperation.

Equal opportunity

You must treat others fairly and not discriminate, harass or bully. This includes:

- Discrimination on the basis of age, gender, race, religious beliefs, political affiliation, marital status, pregnancy, parental or caring responsibilities, disability, sexual orientation or illness.
- Unwelcome or unwanted behaviour that offends, humiliates, intimidates or undermines.
- Repeated, unreasonable behaviour directed toward a team member, or group of team members, that creates a risk to health and safety.

Policies and procedures

You must take reasonable care to comply with all other policies and procedures of FYA. This includes: making sure you are aware of the requirement of those policies and procedures, seeking clarification if you are unsure and reporting any suspected breaches to your People Leader.

Compliance with laws

In addition to the above, you must take reasonable steps to ensure anything you do does not breach any laws or cause the organisation to breach any laws. If you suspect any breach of law, then you must immediately report that suspected breach to your People Leader. FYA will not be responsible for paying or reimbursing any fines received by an employee resulting from a breach of law during the course of undertaking their role.

Supporting procedures

This policy is not intended to cover every possible scenario. In adhering to this policy, you must apply the intention and spirit of the principles and values outlined herein.

Should a team member have doubts about any aspect of this policy, they should seek clarification from the People and Culture Team.

Breaches of policy

Any team member found in breach of this policy may be subject to disciplinary action, including termination.

FYA expects cooperation from all employees in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards. Any employee, who in good faith, raises a complaint or reports a potential breach of this policy, will not be disadvantaged or prejudiced. All such reports will be dealt with in a fair, transparent and timely manner.

Variations to the policy

FYA reserves the right to amend and vary this policy in line with best practice, operating efficiency and changes to legislation.

Monitoring and review

This policy will be monitored on an ongoing basis by the COO. The policy itself will be formally reviewed every two years, or earlier if required, ensuring compliance with legislation and FYA operating procedures.

Related legislation

This policy does not replace applicable legislation and, if any part of this policy conflicts with applicable legislation, then that legislation takes precedence.

Authorised by	Date Authorised	Date of effect	Review Date
Leadership Team	TBC February 2019	TBC February 2019	February 2021