

Code of Conduct

The Code of Conduct applies to all registered members, volunteers and employees ('members') of Hinterland Bush Links while undertaking any role or activity related to Hinterland Bush Links.

Purpose

The Code of Conduct contains standards of behaviour expected at Hinterland Bush Links. It is a central guide and reference to support day-to-day decision making and reflects the purpose, mission and values of Hinterland Bush Links.

Our Principles

The Code of Conduct is based on the following fundamental ethical principles:

1. Respect for the Law

Hinterland Bush Links employees, members and volunteers, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

2. Respect for all Persons

Hinterland Bush Links recognises that its primary responsibility is to its members however, Hinterland Bush Links commits to treat all members of the community equitably, with dignity and respect. It is expected that all members and volunteers of Hinterland Bush Links abide by treating others with respect. This involves, but is not limited to, the following:

- Tolerance of others' views which may be different to the views of individuals
- Allowing for the expression of alternative points of view
- Courtesy and responsiveness in dealing with others
- Fairness in supervising and dealing with other members
- Making decisions that are procedurally fair to all people according to the principles of natural justice
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, employment, marital status, age or political conviction
- Having awareness and respect for cultural differences
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation
- Not engaging in conduct likely to bring discredit upon Hinterland Bush Links

3. Integrity

Hinterland Bush Links employees, members and volunteers should carry out their duties in the best interests of Hinterland Bush Links and avoid conflicts between their private interests and their Hinterland Bush Links responsibilities with respect to:

- Personal relationships



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- Financial relationships
- Receipt of gifts
- Outside work
- Use of confidential information obtained during volunteer activities
- External activities and public comment

4. Diligence

Hinterland Bush Links employees, members and volunteers should carry out their duties in a professional and conscientious manner. This involves:

- Always acting honestly, in good faith, and in the best interests of Hinterland Bush Links
- Carrying out official decisions and policies faithfully and impartially
- Seeking to attain the highest possible standards of performance
- Exercising care for others in Hinterland Bush Links activities

In addition, Management and Gift Fund Committee members have an obligation to be independent in judgement and action and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Committee.

5. Conflict of Interest

Hinterland Bush Links employees, members and volunteers must declare interests which conflict, either perceived or actual, with Hinterland Bush Links' duties and activities. Employees, members and volunteers must not allow personal interests, or the interests of any associated person, to conflict with the interests of Hinterland Bush Links.

A conflict of interest may include, but is not limited to, an expressed personal value or belief, professional ethics, personal or professional relationships, financial or proprietary interests.

Any declared conflict of interests will be kept in a confidential register maintained by Hinterland Bush Links staff.

6. Confidentiality

Hinterland Bush Links acknowledges that confidential information received during the exercise of official duties remains the property of Hinterland Bush Links.

In addition, it is improper to disclose confidential information, or allow it to be disclosed, unless that disclosure has been authorised by Hinterland Bush Links or the person from whom the information is provided or is required by law.

Documents and information collected, stored and maintained by Hinterland Bush Links are to be placed in secure locations where possible, and sensitive information will not be distributed without the President's consent.

Adherence to Code of Conduct

Breaches of this Code of Conduct or other policies of Hinterland Bush Links will be addressed by way of the Grievance Policy.

Hinterland Bush Links employees, members and volunteers should familiarise themselves



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with this Code of Conduct and endeavour to ensure that its principles are observed at all times.

Review and approval

This policy will be reviewed annually.

Version	Changes made	Approved by	Date
1.0		Liz Saunders, President	16 May 2021
2.0	Reference to employees and volunteers added Amendments to Respect for All Person section made	Fergus FitzGerald, President	22 December 2023