



## Code of Conduct Policy

### What we do

CDAH is an independent, collective voice committed to full inclusion and active citizenship. we are the first peer-led organisation established to prepare people for the national disability insurance scheme.

### we strive...

- For an inclusive and just society where people with disability have active citizenship through social, economic, cultural and political participation.
- To be an independent, peer support organisation committed to the rights and best interests of people with disability.
- For people with disability to get the support they need to live the lives they choose.
- To be a collective voice of and for people with disability which promotes full inclusion and active citizenship.

### WE TRY...

- To increase the knowledge, skills and capacity of people with disability through information, advice, mentoring, peer support, training and development.
- To assist people to get the most out of their supports and their lives through peer support.
- To build the capacity of the community to welcome all people.
- To uphold and be guided by the principles and articles of the United Nations Convention on the Rights of Persons with Disabilities.

### Purpose

The purpose of this policy is to provide advice on the standards of behaviour that are required of Community Disability Alliance Hunter employees, Board Members, Contractors and Volunteers. It provides guidance on CDAH's values and code of conduct and promotes ethical behaviour and sets expectations of everyone involved in CDAH.

### Scope

This policy applies to all Board members, staff, contractors, volunteers and members. It applies to all of CDAH's programs and activities.

A copy of this policy will be given to all Board members upon their election and all employees, volunteers, and contractors upon commencing their duties.



## **CDAH Code of Conduct**

The CDAH Code of Conduct (the Code) outlines the obligations generally expected of all individuals representing CDAH and applies to all CDAH Board members, staff, contractors, volunteers, member and activities. You are expected to maintain a high standard of personal conduct and recognise that our organisation will often be judged by the way you represent it.

As a representative of CDAH you are expected to:

- Behave honestly and with integrity and act with care and diligence in the course of your employment.
- Foster, promote and contribute to a work environment that is fair, inclusive, equitable and free from any form of harassment or discrimination.
- Behave in a way that upholds the CDAH Values and the integrity and good reputation of CDAH.
- Work collegially and collaboratively towards CDAH achieving its mission and vision.
- Comply with any lawful and reasonable direction given by someone in CDAH who has the authority to give the direction.
- Follow CDAH processes for the public disclosure of information, including making public comment on behalf of CDAH.
- Disclose, and take every reasonable step to avoid, any conflict of interest (real or apparent) in connection with your employment.
- Adhere to CDAH's policies and procedures.
- Use resources in a proper manner and not make improper use of:
  - inside information, or your position, status, power or authority, to gain, or seek to gain, a benefit or advantage for yourself or for any other person.

## **Standards of Behaviour/Representation**

CDAH has a legitimate interest in your on-site, at the office or working from home activities because these activities may bring discredit upon CDAH in its relationships with beneficiaries, counterparts, host government, donors, visitors or the public at large and may possibly call your fitness for continued employment into question.

In determining whether an employee's activity or conduct is outside the provision of the Code, due regard will be taken of the following factors:

- The nature and circumstances of the activity; or,
- The position, duties, and responsibilities of the employee; or,



- The consequences of the activity on the ability of the employee to fulfil their duties and responsibilities; or,
- The effects of the activity or its consequences on relationships of CDAH
- Australia with our beneficiaries, counterparts, host government, donors or the public at large.

Examples of unacceptable behaviour/activities include behaviour which:  
Negatively affects your own or another's performance or has the potential to do so; or,

- Is fraudulent; or,
- Embarrasses or threatens the reputation of CDAH; or,
- Could result in you being charged and/or convicted of a criminal offence which, in the opinion of CDAH, brings into question your continued suitability to remain as an employee; or,
- Otherwise breaches the obligations created under the Code.

If at any time you are unfit to complete your duties as an employee, it is your duty to inform your manager/ the Executive Officer of CDAH. If at any time the Executive officer or Members of the Board find that an employee is underperforming, the employee is entitled to a private meeting regarding their duties and performance.

## **Responsibility**

Board members, all staff, contractors and volunteers

## **Related Documents**

Performance Management and Supervision Policy

Disciplinary Procedure Policy

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