

SANDAS CODE OF CONDUCT POLICY



PURPOSE:

This policy has been developed to provide a framework of ethical conduct for SANDAS Board, staff, students and volunteers, and to sustain and promote the good standing and reputation of SANDAS and its ability to fulfil its role as an effective advocacy body.

POLICY STATEMENT:

When taking up a position with the organisation (paid or voluntary), individuals accept a responsibility to behave in a manner that does not compromise the standing of SANDAS in any way, bring it into disrepute or affect its ability to fulfil its roles (e.g., advocacy, representation, information sharing, networking, workforce development etc.) and meet its strategic objectives.

Political impartiality is of particular importance for those holding executive positions in the organisation. This ensures that dialogue and negotiation with Members of Parliament can occur without perceived conflicts of interest or bias.

Individuals will always demonstrate professional ethical behaviours in their SANDAS-related interactions. This includes conduct in professional relationships with other SANDAS staff and volunteers, with SANDAS members and with the wider community.

Accordingly, SANDAS Board, Board Sub Committees members, staff, volunteers and students shall:

- Work to achieve the objects of SANDAS, operating in accordance with approved policies and procedures.
- Work as a team. Whilst individuals have specific responsibilities, all are encouraged to:
 - work collaboratively to best utilise individual skill sets.
 - provide mutual assistance in times of peak workload.
 - creatively contribute to problem-solving and improvement opportunities.
 - openly share ideas, perspectives and experience.
 - pro-actively establish and maintain positive workplace relationships.
- Contribute to the organisation within the parameters expressed in the SANDAS Constitution and as articulated in the organisations mission, vision and values statements.
- Act honestly, in good faith and in the best interests of SANDAS.
- Conduct themselves in a way that will not discredit SANDAS.
- Use care and diligence in fulfilling the functions of their role, including the exercising of any delegated authority.
- Devote sufficient time to prepare for meetings to allow for full and inclusive participation in the decision-making process. Conduct themselves in meetings in a manner that is transparent and ensures fair and full participation of others.
- Keep confidential any non-public information received in the course of exercising their duties and understand that it is improper to disclose information without authorisation by SANDAS, or the person from whom the information is provided, unless required by law or there is a risk of significant harm, as per the [Information Sharing Guidelines](#).
- Act to ensure that any direct or indirect personal, organisational and financial interests do not conflict with their duty to SANDAS (see [SANDAS Conflict of Interest Procedure](#)).

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- Be independent in judgement and actions and take all reasonable steps to ensure that any concerns regarding the soundness of decisions are clearly articulated.
- Not make improper use of information acquired by virtue of their association with SANDAS.
- Not accept gifts or payments from another person or organisation that may constitute an inducement to influence a business decision or actions.
- Not exploit professional relationships developed at SANDAS for personal gain or profit.
- Not consume any alcohol on SANDAS premises or during working hours, including breaks.

LEGISLATION & STANDARDS:

- Associations Incorporation Act
- [ISO 9001:2015](#)
- [ACNC Governance Standards](#)

DEFINITIONS/REFERENCES:

- [Information Sharing Guidelines](#)
- [SANDAS Constitution 2017](#)
- [SANDAS Conflict of Interest Procedure](#)
- [SANDAS Privacy Policy](#)
- [SANDAS Communication & Representation Policy](#)