

## Code of Ethics

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The WA Community Resource Centre Network's Code of Ethics has been developed to provide Community Resource Centre Management Committee, staff and volunteers with guidelines on responsibilities and obligations. It provides a means for dealing with day-to-day ethical issues that are confronted in the workplace.

The Code of Ethics also embraces the "General Principles of Official Conduct" outlined in the Public Sector Management Act, in particular the obligation for employees to:

- Act with integrity in the performance of official duties and to be scrupulous in the use of official information, equipment and facilities and
- Exercise proper courtesy, consideration and sensitivity in their dealings with members of the public and employees.

The Code provides a basis of expectations for Management Committee, Managers/coordinators, staff and volunteers. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and Community Resource Centre responsibilities may be based.

### **Conflict of Interest**

Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.

Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Community Resource Centre without first making disclosure to the Management Committee. Any appearance that private dealings could conflict with performance of duties must be avoided.

### **Personal Benefit**

- Use of confidential information

Members and staff will not use confidential information to gain improper advantage for themselves or for any other person or body

- Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Community Resource Centre upon its creation unless otherwise agreed by separate contract.

### **Conduct**

- Personal Behaviour

Members and staff will:

Act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this code;

Perform their duties impartially and in the best interests of the Community Resource Centre;

Act in good faith in the interests of the Community Resource Centre and the community.

- Honesty and Integrity

Members and staff will:

Observe the highest standards of honesty and integrity, and avoid conduct, which might suggest any departure from these standards;

Be frank and honest in their official dealing with each other.

- Performance of Duties

While on duty, staff will give their whole time and attention to the Community Resource Centres business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Community Resource Centre.

No other employment should compromise the activities performed by the Community Resource Centre.

Members will at all times exercise reasonable care and diligence in the performance of their duties.

- Administrative and Management Practices

Members and staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

- Standard of Dress

Staff and volunteers are expected to comply with neat and responsible dress standards as determined by the Management Committee.

- Communications and Public Relations

All aspects of communication by staff (including verbal, written or personal), involving Community Resource Centre activities should reflect the status and objectives of the Community Resource Centre. Communications should be accurate, polite and professional.

### **Dealing with Community Resource Centre Property**

Members and staff will:

Be scrupulously honest in their use of Community Resource Centre resources and shall not misuse them or permit their misuse (or appearance of misuse) by any other person or body;

Use Community Resource Centre resources entrusted to them effectively and economically in the course of their duties; and

Not use Community Resource Centre resources for private purposes, unless properly authorised to do so, and appropriate payments are made (as determined by the Management Committee).