Gawler
Environment Centre

Gawler Environment Centre Code of Conduct

The *Gawler Environment Centre Code of Conduct* applies to all members, volunteers, employees, and contractors (hereinafter referred to as personnel) of Gawler Regional Natural Resource Centre (trading as Gawler Environment Centre and hereinafter referred to as GEC) while undertaking any role or activity related to GEC.

Purpose

The Code of Conduct contains the standards of behaviour expected at GEC. It is a central guide and reference to support day-to-day decision making and reflects the principles and values of GEC.

Our Principles

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

1. Respect for the Law

GEC personnel, 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

GEC commits to treat all members of the community equitably, with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own;
- Courtesy and responsiveness in dealing with others;
- Fairness in supervising and dealing with other personnel;
- 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, marital status, age or political conviction;
- An awareness and respect for cultural difference;
- Allowing for alternative points of view to be expressed;
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation;
- Not establishing, or attempting to establish, an inappropriate relationship.
- Adult personnel will comply with the GEC Child Safe Policy; and
- Not engaging in conduct likely to bring discredit upon GEC.

3. Integrity

GEC personnel should carry out their duties in the best interests of GEC and avoid conflicts between their private interests and their GEC responsibilities with respect to:

- Personal relationships;
- Financial relationships;

- Receipt of gifts;
- Outside work;
- Use of confidential information obtained in the course of GEC duties; and
- External activities and public comment.

4. Diligence

GEC personnel should carry out their duties in a professional and conscientious manner. This involves:

- Always acting honestly, in good faith, and in the best interest of GEC;
- Carrying out official decisions and policies faithfully and impartially;
- Seeking to attain the highest possible standards of performance;
- Exercising care for others in GEC-related activities; and
- GEC Management 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 GEC Management Committee.

5. Conflict of Interest

GEC personnel must declare any actual, potential or perceived interests which conflict with GEC duties and activities. Personnel must not allow personal interests, or the interests of any associated person, to conflict with their ability to act in the best interests of GEC.

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.

Conflicts of interests for the GEC management committee members will be managed and dealt with as described in the GEC Conflict of Interest policy.

6. Confidentiality

GEC acknowledges that confidential information received in the course of the exercise of official duties remains the property of GEC.

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

Documents and information of GEC should be placed in secure locations where possible and sensitive information should not be distributed without the Chairperson's consent.

Grievances and Complaints

Breaches of this Code of Conduct or other polices of GEC will be addressed by way of the GEC Grievance Policy.

GEC personnel should familiarize themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times.

Other relevant documents

Gawler Environment Centre Conflict of Interest Policy and Procedures

Gawler Environment Centre Grievance Policy

AUTHORISATION:

This version was approved on:	23/04/2024
This version takes effect on:	23/04/2024
Authorised by:	GEC Management Committee
Chairperson:	Jack Gill
Chairperson signature:	