



BULOKE AND NORTHERN GRAMPIANS LANDCARE NETWORK

CODE OF CONDUCT

VERSION 1.0

JULY 2021

POLICY DETAILS

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Approved by the Steering Group:			
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DOCUMENT DETAILS

Version	Status (Draft or Approved)	Date	Author/Editor	Details of changes
0.1	Draft	Jul 20	Andrew Borg	Initial Document, draft for consideration
1.0	Approved	1 Jul 21	Andrew Borg	Approved by BNGLN Steering Committee

PURPOSE

The **Buloke and Northern Grampians Landcare Network** is committed to maintaining a productive, safe, and respectful workplace for all workplace participants, including employees, clients, volunteers, and the public. When you work with or for our organisation you agree to uphold the values and demonstrate the expected behaviours as set out in this Code of Conduct.

Where these standards are not met, disciplinary action may follow.

SCOPE

This Code of Conduct for **Buloke and Northern Grampians Landcare Network** applies to the following, together referred to as **'workplace participants'**:

1. Employees
2. Committee members
3. Representatives of Member Groups
4. Contractors
5. Clients
6. Project partners
7. Volunteers
8. Suppliers
9. Consultants

PRINCIPLES

i. **Respect for the law**

The **Buloke and Northern Grampians Landcare Network's** workplace participants are obliged to observe the laws of Victoria and the Commonwealth of Australia.

ii. **Respect for all**

The **Buloke and Northern Grampians Landcare Network** demonstrates this by:

- Treating all persons fairly and objectively
- Ensuring an environment free from discrimination, harassment, and bullying
- Not discriminating on the grounds of gender, sexual orientation, ability, cultural background, religious status, marital status, age, or political conviction
- An awareness and respect for cultural difference
- Allowing alternative points of view to be expressed
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation; and
- Not engaging in conduct likely to bring discredit to the organisation, its member groups, the community, or Landcare.

iii. **Integrity**

The **Buloke and Northern Grampians Landcare Network** demonstrates this by:

- Being open, honest and transparent
- Being accountable for the use of government funding; and
- Reporting improper conduct.

iv. **Impartiality**

This is demonstrated by making decisions and providing advice on merit, without bias, caprice, favouritism, or self-interest.

v. **Accountability**

Workplace participants will make decisions and take actions that are within the scope of their authority, that are lawful and consistent with relevant legislation.

vi. **Confidentiality**

Workplace participants may have access to sensitive or confidential information through their association with, or role at, the **Buloke and Northern Grampians Landcare Network**. It is improper to disclose confidential information, or allow it to be disclosed, unless that disclosure has been authorised by either the **Buloke and Northern Grampians Landcare Network**, the person who provided the information, or is required by law.

vii. **Safety**

This is demonstrated by:

- A commitment to the welfare of other employees, clients, volunteers and the public
- Ensuring wearing personal protective equipment when required
- Reporting all potential hazards and near misses in the workplace
- Reporting all injuries, and accidents in the workplace
- Participating in ongoing safety training; and
- Reporting any unlawful, threatening, or violent behaviour to a member of the **Buloke and Northern Grampians Landcare Network** steering committee, or relevant authorities (i.e. Police).

viii. **Grievance and complaint procedures**

The **Buloke and Northern Grampians Landcare Network** is committed to resolving workplace complaints at the earliest opportunity. The **Buloke and Northern Grampians Landcare Network** has a grievance policy that sets out how workplace participants can have their concerns addressed.

ix. **Conflict of interest**

It is not uncommon for workplace participants to have a conflict of interest. They often arise through relationships or private interests that intersect with the work of the **Buloke and Northern Grampians Landcare Network**. Conflicts of interest may be:

- Actual – there is a direct conflict between your current duties and your existing private interests.
- Potential – your duties and private interests could conflict in the future.
- Perceived – it could appear that your private interests could improperly influence the performance of your duties.

Workplace participants must declare interests that conflict either, actual, potential or perceived, with the **Buloke and Northern Grampians Landcare Network** duties and activities.

At the **Buloke and Northern Grampians Landcare Network**, we ensure all conflicts of interest are identified, declared and managed. This protects our workplace participants and our organisation from any perceptions of improper bias or influence.

x. **Child safety**

Workplace participants must have a current Working with Children Check, passed a Police Check and comply with [Child Safe Standards](#) if undertaking activities involving children. Any complaints or concerns are expected to be reported.