



Code of Conduct

Purpose

Mitta Valley Landcare Inc. 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 Mitta Valley Landcare Inc. applies to the following, together referred to as **'workplace participants'**:

1. Employees
2. Committee members
3. Contractors
4. Clients
5. Project partners
6. Volunteers
7. Suppliers
8. Consultants

Principles

i. Respect for the law

Mitta Valley Landcare Inc.'s workplace participants are obliged to observe the laws of Victoria and the Commonwealth of Australia.

ii. Respect for all

This is demonstrated 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 Mitta Valley Landcare Inc..

ii. Integrity

This is demonstrated by:



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

iii. Impartiality

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

iv. 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.

v. Confidentiality

You may have access to sensitive or confidential information through your role at Mitta Valley Landcare Inc.. It is improper to disclose confidential information, or allow it to be disclosed, unless that disclosure has been authorised by Mitta Valley Landcare Inc., the person who provided the information or is required by law.

vi. 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 your manager or relevant authorities (i.e. Police).

vii. Grievance and complaint procedures

Mitta Valley Landcare Inc. is committed to resolving workplace complaints at the earliest opportunity. Mitta Valley Landcare Inc. has a grievance policy that sets out how workplace participants can have their concerns addressed.

viii. 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 Mitta Valley Landcare Inc.. 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 Mitta Valley Landcare Inc.'s duties and activities.

At Mitta Valley Landcare Inc. 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.

ix. 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.