

Code of Ethical Conduct

Overview

Advocacy for Disability Access and Inclusion Incorporated (ADAI) believes that all staff should comply with a set of principles in their activities and behaviour.

First, and foremost all staff must respect the laws of Australia.

All staff must be aware of and observe the Code of Ethical Conduct.

The Code does not seek to identify common or statutory law requirements but seeks to ensure staff feel confident in applying the principles, policies, and procedures in guiding their practice as advocates.

Policy

Advocacy for Disability Access and Inclusion (ADAI) staff should conduct themselves in a manner, which is consistent with the strategic intentions, reputation, and functions for which the organisation was created. Staff should refrain from any conduct, which might bring discredit to ADAI Inc.

It is important that colleagues, clients and the wider community be satisfied that ADAI's staff is acting fairly, honestly and in good faith. You should not condone misleading, false or deceptive statements. The character of staff will be judged by their conduct.

The ADAI Code of Ethical Conduct expresses, in broad terms, the requirements for staff to adhere to ethical standards without limiting their resourcefulness and independent thinking, and is underpinned by the following agreed values:

- Ethical Practice
- Respect
- Collaboration
- Competence
- Trust
- Empowerment
- Resilience
- Integrity
- Enjoyment

Code of Ethical Conduct

Advocacy for Disability Access and Inclusion advocates will:

- Provide high quality services to people with disabilities in a prompt and professional manner, and in accordance with relevant policies;
- Identify and promote a best practice approach. This involves adopting appropriate strategies, methods and processes that leads to improved outcomes for people with disabilities;
- Apply knowledge and expertise to deliver a high quality service and identify opportunities to improve service outcomes; and
- Access alternative sources of counsel, advice, or service when necessary.
- Promote an environment that encourages respect and trust;
- Treat others fairly, objectively and in a courteous manner; and
- Ensure freedom from discrimination, harassment, bullying and victimisation.
- Comply with the National Standards for Disability and the Convention on the Rights of People with Disability and the optional Protocols

Conflicts of interest

ADAI staff and board of management should both be, and appear to be, free of any interest (financial or otherwise) which may be regarded as being in conflict or incompatible with their integrity and objectivity.

Independence is the cornerstone of objectivity. Both external and internal parties have a need for credibility of information and action in relation to ADAI. ADAI's management at all substantive levels seeks credibility and accountability in information and in the activities of its entire staff.

The Management and staff of ADAI must be careful to apply an attitude of professionalism within the bounds of confidentiality, and should remain independent in fact as well as independent in appearance.

Accordingly, ADAI's staff should recognize and avoid situations, which may affect their integrity and objectivity by:

- being cautious of undue benefits or preferential treatment received in the course of their employment. Such benefits may cloud their judgment or objectivity
- ensuring ADAI's facilities or property, information or resources are used in the best interests of ADAI's community.
- guarding against conflicts of interest arising from inappropriate financial involvement and personal relationships.

Gifts, benefits and hospitality

- Gifts, benefits or hospitality which are irregular and of nominal value, used for promotional purposes by the donor and seen as generally accepted practice (such as a business lunch), may be accepted.

- Gifts, benefits or hospitality that exceed a nominal amount, must be declared to the staff member's line manager and must not be accepted if in the view of the line manager the acceptance of the gift or gratuity would compromise objectivity and be seen by the wider community as likely to influence the staff member in their official capacity.
- Gifts, benefits or hospitality offered as an inducement to place a staff member under an obligation to purchase goods or services cannot be accepted.
- Staff must not accept gifts of money.

Application of the Code

It is important to recognise that in applying this Code, the personal characteristics of honesty, sincerity, impartiality and trustworthiness are key guiding attributes.

The effectiveness of ADAI's policies relies on all staff taking responsibility for their own behaviour and being committed to the standards inherent in this document.

Staff are expected to be familiar with the policies and procedures of ADAI Inc. relevant to this Code.

Depending on the circumstances, it may be necessary to seek legal advice to guide the decision-making processes where conflicts of interest or potential conflicts occur. Seeking such advice should follow the normal procedures of ADAI.

Circumstances may arise where a staff member or Board member may have private and/or monetary interests, which may lead to an actual or potential conflict of interest in the financial management of the activities and objects of ADAI. The staff member should avoid entering or being personally involved in financial decision-making in a situation in which there is a conflict of interest, recognizing also the need for disclosure of any interest or apparent interest to the relevant manager as mentioned beforehand.

All staff of ADAI will receive a copy of this Code, and will exercise any power by virtue of their appointment or any additional powers delegated to them from time to time in accordance with this Code.

The 'reasonable person' test is appropriate in determining whether a staff member has behaved in an objective manner. In other words, whether a reasonable colleague, knowing all the facts and circumstances, would conclude that the staff member has acted properly and impartially.

Consequences of a breach of the Code

Many elements of the Code are aspirational in nature. This code has been developed not only to satisfy existing legal requirements, but also to engender behaviour, which exceeds the legal minimum. Staff should be familiar with the substance and spirit of the Code and should be aware that breaches may result in sanctions, which may include counselling, disciplinary action, performance review, or

civil or criminal action, depending on the nature of the breach.

ADAI supports the provisions of the Whistleblowers Protection Act 1993. If you suspect or are aware of breaches of law involving fraud and corrupt conduct, you are strongly advised to bring the matter to the Business Manager, or if this is not possible to a member of the Board.

<i>Date Created</i>	
<i>Version</i>	
<i>Authorised</i>	
<i>Date Authorised</i>	
<i>Review Date</i>	Aug 2019