

Policy

Purpose

This policy outlines our expectations for conduct that is lawful and ethical. In articulating these conduct expectations this document also aims to achieve an organisational culture that exceeds the legal minimum and supports staff to feel confident to meet these standards without limiting resourcefulness and independent thinking.

Scope

This policy applies to all permanent, casual, contract, and service staff, volunteers and other persons otherwise working with ADAI whilst on the organisation's premises or other sites where work is being performed.

Principles

The following principles guide ethical conduct in ADAI:

- All laws applicable to South Australia will be upheld.
- All ADAI staff will conduct themselves in a manner consistent with the strategic intentions and functions of the organisation and behave fairly and in good faith both internally within the organisation and externally to the public.
- All ADAI staff will comply with all ADAI policies and procedures including this Code of Ethical Conduct Policy, the National Standards for Disability and the Convention on the Rights of People with Disability and the Optional Protocols.
- Conduct that might bring discredit to the organisation or harm its reputation is avoided (for example misleading, false or deceptive statements, and situations which jeopardise our independence through obligation or conflict of interest).
- Personal characteristics of honesty, sincerity, impartiality and trustworthiness are deployed in the application of this Code of Ethical Conduct, which is underpinned by values of:
 - Ethical Practice
 - Respect
 - Collaboration
 - Competence
 - Trust
 - Empowerment
 - Resilience
 - Integrity
 - Enjoyment

- Real or perceived conflicts of interest are declared and fraudulent or corrupt conduct is reported to management.
- The 'reasonable person' test is used in determining right action. In other words, whether a reasonable colleague, knowing all the facts and circumstances, would conclude that a staff member has acted rightly and impartially.

Responsibilities

Board

- Be accountable for our behaviour and held to the standards outlined in this policy.
- Consider and determine the impact of real or perceived conflicts of interest raised by the Chief Executive and provide direction regarding right action, using the reasonable person test and if not clear, seek legal advice.

Chief Executive

- Be accountable for our behaviour and held to the standards outlined in this policy.
- Determine right action for conflicts of interest raised by staff, using the reasonable person test and if not clear, escalate to the Board.
- Support staff to comply with this Code of Ethical Conduct Policy.

Staff

- Be accountable for our behaviour and held to the standards outlined in this policy.
- Comply with this Code of Ethical Conduct Policy.
- Receive all ADAI policies and sign this Code of Ethical Conduct Policy prior to commencing employment.

Storage and Record Keeping

This document is stored on the ADAI Corporate Drive.

Related Policies & Procedures

All ADAI policies and procedures are related to this Code of Ethical Conduct Policy.

Related Standards and Legislations

- Public Interest Disclosure Act 2018.

Review

Frequency	Biennial	Administrator	CEO
Next review date	April 2026	Custodian	Board

Version Control

Version number	2.0	Policy No.	12
Nature of Revision	New template	Author	CEO
Approval date	April 2024	Approved by	Board

Procedure

All ADAI staff:

- Behave respectfully to generate respect and trust.
- Treat others fairly and objectively, ensuring treatment is free from discrimination, harassment, bullying or victimisation.
- Provide high quality services to people with disability in a prompt and professional manner.
- Apply knowledge and expertise to deliver best practice, including:
 - adopting strategies, methods and processes that lead to better outcomes for people with disability
 - identifying opportunities for continuous improvement, and
 - accessing alternative sources of counsel, advice, or service when necessary.
- Remain independent in both fact and in appearance and protect ADAI's credibility and independence by:
 - never accepting gifts of money
 - refusing a gift, benefit or hospitality, except in circumstances where it:
 - is an irregular occurrence, of nominal value (eg under \$20), used for promotional purposes by the donor and is seen as a generally accepted practice (such as a business lunch), without creating an obligation to purchase goods or services, or
 - exceeds the nominal \$20 in value and is approved by management prior to accepting.
 - is given freely out of principle of shared wealth (eg excess garden produce) and where refusal of such a gift may cause offence.
 - recognising and avoiding situations which might affect our perceived integrity and objectivity, for example:
 - reporting benefits or preferential treatment received in the course of our role where such benefits could be seen to cloud our judgement,
 - avoiding entering into or being involved in financial decision-making where there is a conflict of interest, and
 - openly declaring any or all perceived or real conflicts of interest (financial or otherwise) to our organisation through management
- Are aware that breaches of this policy may result in disciplinary action, or civil or criminal action, depending on the nature of the breach.

- If breaches of law involving fraud and corrupt conduct are known or suspected, the matter will be brought to the attention of the Chief Executive in the first instance, or if this is not possible, a member of the Board.

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