

# **POLICY AND PROCEDURE**

## **CODE OF CONDUCT**

### **Purpose**

To guide the behaviours, conduct and expectations of everyone involved in Environmental Advocacy in Central Queensland (EnvA), to help ensure we have respectful operations where all participants feel safe, supported and valued.

### **Background**

The Code of Conduct outlines the required standard of acceptable conduct and behaviour expected of all management committee members, staff, volunteers and contractors in the performance of their duties and interactions in EnvA operations and activities. This required standard of acceptable conduct and behaviour supports EnvA's ability to maintain public trust and confidence in the integrity and professionalism of the services provided to its communities, as well as providing a safe workplace for staff and volunteers.

The Code of Conduct and the behaviours outlined within it are fundamental to EnvA building healthy and positive relationships with its members, supporters and stakeholders. The Code of Conduct also governs the way in which staff, volunteers and contractors are to relate to other staff, professionals, members, visitors and stakeholders.

However, the Code of Conduct is not intended to provide a detailed nor exhaustive list of what to do in every aspect of work. Instead, it represents a broad framework that will help guide conduct and behaviour in the performance of duties and interactions in all aspects of EnvA's operations and communications.

### **Related policy and procedures**

- Grievance
- Workplace Health and Safety

## **POLICY**

When operating in association with EnvA, individuals will ensure and actively promote the behaviours set out in this Code of Conduct.

Management Committee members are expected to act with integrity to ensure that the reputation of EnvA is managed, protected and enhanced.

EnvA will not tolerate bullying and threatening behaviour. Any behaviour of this type will be considered a breach of the Code of Conduct.

### **Organisational Values and Vision**

- Management committee members, staff and volunteers of EnvA have read, understood and commit to upholding the vision and values of EnvA.
- Those who complete work, paid or unpaid, associated with EnvA will operate within the bounds of EnvA's constitution.

## **Personal Conduct**

- Treat all fellow members, volunteers and non-members with courtesy and respect.
- Demonstrate personal and professional integrity, fairness, honesty, accountability, efficiency and effectiveness.
- Provide constructive feedback and criticism in an honest and respectful way. Where possible, provide comments outside of a public forum.
- Ensure that if a conflict arises, it is reported to a member of the management committee and grievance policies/procedures are used to resolve the conflict in a respectful and timely manner.
- Exercise caution and diplomacy around all public (including online) communications and ensure that comments represent EnvA views and not personal views.
- Make every effort to be on time to meetings and other events, in order to respect the time of others

## **Equity and Inclusion**

- Understand and recognise the importance and value of diversity at EnvA.
- Promote and encourage equity and inclusiveness throughout the organisation and, in its decision-making, be free of any bias with respect to age, gender identity, ethnicity, cultural background and abilities.
- Actively call-out sexism, racism, queerphobia and any other discrimination wherever it emerges.
- Avoid jargon where possible and be willing to clearly articulate for anyone who may be unfamiliar with language or messages EnvA promotes.
- Create an organisation where it is safe to ask questions about something you don't understand.
- Contribute to positive behaviour and culture by showing respect for others' opinions and allowing everyone a fair and equal opportunity to contribute to discussion and consensus decision-making.

## **Responsibilities**

Management Committee members and staff:

- Be aware and comply with the Code of Conduct.
- Role-model the required behaviours and standards identified in this Code of Conduct including in meetings and through the day-to-day management of EnvA communications and activities.
- Ensure members, volunteers and contractors have access to, and are aware of the conduct and behaviours expected of them as described in this Code of Conduct.
- Take appropriate steps to resolve any conflict that arises in the workplace.
- Identify, call out, and take appropriate action to address breaches of the Code of Conduct

## **PROCEDURE**

The Code of Conduct will be a part of the induction process for the Management Committee, staff and volunteers who will be required to read and agree to abide by it.

## **Breaches of the Code of Conduct**

Where there is concern that a Management Committee member, staff or volunteer has breached the Code of Conduct, the EnvA grievance policy and procedure must be followed.

While EnvA will make every effort to resolve grievance procedures, a breach of the Code of Conduct may result in the expulsion of a Management Committee member, member, staff or volunteer according to the rules of the constitution.

## Policy review

This policy is to be reviewed and updated whenever there is a request from an EnvA member or staff.

## Revision history

Version	Author/Reviewer	Details of amendments	Date approved by management committee
1.0	Coral Rowston	First draft of a proposed Code of Conduct policy and procedure	22 September 2022

## Endorsement



James York  
President  
Environmental Advocacy in Central Queensland

22 September 2022