



Environmental Defenders Office

STAFF, VOLUNTEER AND BOARD CODE OF CONDUCT

This Staff, Volunteer and Board Code of Conduct outlines the required standards of behaviour and practice by staff, volunteers, and Board in undertaking their role with EDO.

1. Personal and professional behaviour

- 1.1 Staff, volunteers, and Board perform any duties associated with their position in a conscientious, competent and honest manner, consistent with the values of the organisation.
- 1.2 Staff, volunteers, and Board treat all others with respect and courtesy, having regard for their dignity and rights.
- 1.3 Staff, volunteers, and Board act fairly and equitably, respecting diversity in the environment which they work in.
- 1.4 Staff, volunteers, and Board prevent and respond to unlawful discrimination against other staff, volunteers, Board, clients and stakeholders.
- 1.5 Staff, volunteers, and Board do not engage in bullying, violence, harassment including any form of sexual harassment, or any other forms of victimisation, in accordance with EDO policies including EDO's *Workplace Bullying and Harassment Policy*.
- 1.6 Staff, volunteers, and Board are responsible for maintaining a professional role when interacting with children and young people in accordance with any relevant EDO policies including EDO's *Child Safeguarding Code of Conduct*, and *Prevention of Sexual Exploitation and Abuse and Harassment Policy*, ensuring that clear professional boundaries protect everyone from misunderstandings and/or violations of that relationship.
- 1.7 Staff, volunteers, and Board dress and act in public in a professional manner, when representing EDO, that does not reflect adversely on the organisation or other staff, volunteers, or Board.
- 1.8 Employees', volunteers' and Boards' use of social media does not compromise the organisation's reputation and does not include derogatory, shaming or other personal attacks towards or about staff, the governing body, volunteers, client or other stakeholders.

2. Accountability

- 2.1 Staff, volunteers, and Board perform any duties associated with their position in a conscientious, competent and honest manner, consistent with the values of the organisation.
- 2.2 Staff, volunteers, and Board use equipment, facilities and funds for the primary purpose of undertaking organisational duties.
- 2.3 Staff, volunteers, and Board maintain confidentiality of all organisation and personal information obtained during employment and other formal engagement with the organisation and utilise such information for the purposes of carrying out duties, and not for financial or other benefit, or to take advantage of another person or organisation.
- 2.4 Staff, volunteers, and Board maintain organisation and personal records in accordance with legislative and organisational policy requirements.
- 2.5 Staff, volunteers, and Board ensure all decisions made in the course of their duties are transparent and align with organisational policy and procedures.

- 2.6 Staff, volunteers, and Board understand and comply with organisation policies and procedures.
- 2.7 Staff, volunteers, and Board are responsible for seeking clarification where needed regarding any part of their employment, including details of this Code of Conduct.
- 2.8 Staff, volunteers, and Board take responsibility for reporting conduct by other staff, governing body members or volunteers which contravenes, or is suspected of contravening, any law, organisational policy and procedures, or this Code of Conduct.

3. Conflicts of interest

- 3.1 Staff, volunteers, and Board declare and manage any potential, actual or apparent conflicts of interests.
- 3.2 Staff, volunteers, and Board do not accept gifts, benefits or favours including those of a physical nature that may influence or be reasonably seen to influence decision making.
- 3.3 Staff, volunteers, and Board do not give gifts, benefits or favours, including to minors, that may influence or be reasonably seen to influence decision making.
- 3.4 In accordance with our obligations under the Australian Council for International Development Code of Conduct, in the course of performing EDO duties staff, volunteers, and Board do not engage in any form of transactional sex with primary stakeholders, that is, any form of sexual activity in exchange for goods or services, money, employment or preferential treatment.
- 3.5 Staff, volunteers, and Board prevent and respond to nepotism and patronage.
- 3.6 Staff, volunteers, and Board manage conflicts of interest in accordance with EDO's *Conflict of interest policy*.

4. Safe working environment

- 4.1 Staff, volunteers, and Board are to perform their duties in a safe and competent manner in accordance with EDO's *Workplace Health and Safety Policy* and General procedures, and relevant workplace health and safety legislation.
- 4.2 Staff, volunteers, and Board must take care to not put themselves or others at risk or reduce their ability to carry out their duties through unsafe practices, inappropriate behaviours or the misuse of alcohol or drugs.
- 4.3 Staff, volunteers, and Board take action in preventing, identifying and responding to workplace health and safety risks.
- 4.4 Staff, volunteers, and Board must create a safe work environment for others by not condoning or tolerating discriminatory or disrespectful behaviours where power can be abused, and/or vulnerabilities exploited.

I, _____ (staff member/volunteer/Board Member), have read, understand and agree to this organisation Code of Conduct. I commit to the required standards of behaviour and practice as outlined in the Code of Conduct.

Employee/volunteer/Board Member signature

Date