



CODE OF CONDUCT POLICIES AND PROCEDURES

Policy Number:		Version:	2
Drafted by:	Strategic Finance Executive	Board approval on:	November 2022
Responsible Person:	Strategic Finance Executive	Scheduled Review Date:	November 2023

INTRODUCTION

The perceived conduct of an organisation is an essential element in establishing its credibility and furthering its mission. An organisational culture that takes conduct considerations into account at every point cannot be produced simply by having the Board lay down a Code of Conduct. Conduct principles must arise from consultation with and responsiveness to the Big Yellow Umbrella's members, clients, staff, volunteers, stakeholders, and Board.

PURPOSE

This Policies and Procedures is designed to provide guidelines that will allow Big Yellow Umbrella's staff, volunteers, students, and Board to follow the ethical principles that should guide its conduct.

POLICIES

This Code of Conduct Policies and Procedures applies to all staff, volunteers, students, members, stakeholders, and Board members.

The above listed people will be referred to as employees in this document unless otherwise specified.

- Big Yellow Umbrella requires all employees to adhere to the Code of Conduct as outlined below.
- On commencement of employment, engagement, or appointment, in the case of the Board, employees must acknowledge that they have read and understood the requirements by signing a copy of the Code of Conduct which will then be retained on the employee's personnel file.
- Failure to adhere to the Code of Conduct will result in performance management action and if the action/s is considered to be a serious act of misconduct, may result in immediate dismissal or ceasing of engagement in the case of a volunteer or termination in the case of a member of the Board.
- The employees of Big Yellow Umbrella must, as a minimum standard, comply at all times with the applicable laws and regulations governing Big Yellow Umbrella's operations.
- Employees must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing Big Yellow Umbrella.

ROLES AND RESPONSIBILITIES

The Board, Chief Operations Manager and the Strategic Finance Executive are responsible for the implementation and monitoring of all aspects of this Policies and Procedures.

All employees are responsible for ensuring they fully comply with this Policies and Procedures by observing the Code of Conduct at all times.

PROCEDURES

The following procedures apply:

- During recruitment or at the annual performance review process, employees will be provided with a copy of the Code of Conduct which they should read and sign a declaration as acknowledgement that they understand and accept the organisation's requirements. See attached [Code of Conduct Declaration for staff, volunteers, and students](#).

<https://hrfocus1.sharepoint.com/sites/SUPPORT/Shared Documents/CLIENT WIP/Big Yellow Umbrella/Our Culture/Updates/Code of Conduct Policy.docx>

- Following the Annual General Meeting and appointment to the Big Yellow Umbrella Board, all Board members will be provided with a copy of the Code of Conduct which they should read and sign as acknowledgement that they understand and accept the Big Yellow Umbrella's requirements. See attached [Code of Conduct Declaration for Board Members](#).

Employees agree to:

Personally

- treat their work colleagues and all members of the community fairly, with respect, courtesy, sensitivity, and compassion
- manage situations with respect, courtesy, sensitivity and compassion and act only after considering all relevant information
- not engage in verbal or physical bullying of any individual or engage in sexual harassment, or conduct themselves in a way that could be construed as such

Ethically

- perform their duties conscientiously, honestly and in accordance with the best interests of the Big Yellow Umbrella
- use Big Yellow Umbrella's resources effectively, economically, and appropriately
- not use their positions or the knowledge gained because of their positions for private or personal advantage
- avoid or appropriately resolve any conflict of interest between private interests and Big Yellow Umbrella responsibilities
- report immediately to the Chief Operations Manager, Strategic Finance Executive or the Board any suspected fraudulent, corrupt, criminal, or unethical conduct

Conflict of interest

- declare any conflict of interest between private interests and Big Yellow Umbrella responsibilities, as soon as it arises and complete relevant declaration
- submit all relevant information regarding potential conflict of interests to the Board for their consideration and take the appropriate actions as required by the Board

Public Relations

- only speak as a representative of Big Yellow Umbrella to the media, legal representatives or in a public forum with the prior knowledge and approval of the Chief Operations Manager, Strategic Finance Executive, or the Chairperson of the Board
- when speaking as a representative of Big Yellow Umbrella, reflect current organisational policy and direction and uphold the reputation of Big Yellow Umbrella and those who work in it
- take an active interest in Big Yellow Umbrella's public image, noting news articles, books, television programmes and the like about Big Yellow Umbrella, the community sector more generally or about important issues for the organisation

Legally

- comply with all applicable laws and regulations governing Big Yellow Umbrella's operations
- follow all lawful and reasonable instructions given by management staff
- comply with all policies and procedures of Big Yellow Umbrella
- not act illegally, unethically, unreasonably, unjustly, oppressively or in a discriminatory manner
- comply with all privacy policies and requirements for collection notification and not disclose any confidential information collected in the course of employment either during or outside of work hours

Professionally

- behave in a professional manner and act in a way that promotes Big Yellow Umbrella
- drinking, gambling, the use of illicit substances, swearing, fighting and similar unprofessional activities are strictly prohibited while acting in the capacity as a representative of Big Yellow Umbrella
- be committed to team building principles
- follow program principles and guidelines
- adhere to requirements and standards specified in the constitution, strategic and business plans, and Big Yellow Umbrella's policies and procedures

Board Meetings

<https://hrfocus1.sharepoint.com/sites/SUPPORT/Shared Documents/CLIENT WIP/Big Yellow Umbrella/Our Culture/Updates/Code of Conduct Policy.docx>

- strive to embody the principles of leadership in all actions
- abide by Board governance procedures and practices
- strive to attend all Board meetings, giving apologies ahead of time to the Chairperson if unable to attend
- read the agenda and other information sent to me in a timely manner prior to the meeting
- respect the authority and role of the Chairperson as the meeting leader
- engage in debate and vote in meetings according to procedure, maintaining a respectful attitude toward the opinions of others
- accept a majority Board vote on an issue as decisive and final
- maintain confidentiality about Board meeting proceedings

Governance

- always abide by Big Yellow Umbrella constitution
- participate in induction, training and development activities for Board members as required
- ensure the operation of Big Yellow Umbrella complies with the federal, state, and local government legislation and accepted community standards
- contribute to the strategic leadership and direction of Big Yellow Umbrella consistent with Big Yellow Umbrella's vision and mission
- monitor the financial performance of Big Yellow Umbrella and work with fellow Board members to minimise or eliminate risks associated with exposure to factors such as mismanagement, fraud, theft, and any other improper activities

Leaving the Board

- Failure to adhere to the Code of Conduct may result in the termination of a Board member.
- Board members wishing to resign from the Board should inform the Chairperson in advance, providing written advice of intention to resign.

RELATED DOCUMENTS
Access and Equity Policy
Children (Working With) Policy
Clients Record Policy
Code of Conduct Declaration Board
Code of Conduct Declaration Staff / Volunteers
Complaints Management Policy
Confidentiality and Declaration Policy
Conflict of Interest Policy
Constitution (BYU)
Customer Service Policy
Data Security Policy
Disclosure of Information Policy
Dress Code Policy
Drug and Alcohol Policy
Fraud Management Policy
Governance Policy
Managing Difficult Behaviours Policy
Media and Legal Management Policy
Performance Management Policy
Privacy Act 1988
Privacy Policy
Risk Management Policy

Smoking Policy
Social Media Policy
Staff Induction Policy
Staff Induction Policy
Standards of Practice Guidelines Policy
Strategic Plan (BYU)
Volunteer Management Policy
WH&S Policy
Whistleblower Policy

AUTHORISATION

The Board of Big Yellow Umbrella have reviewed and approved this policy

Signature of Board Secretary: _____

Date of approval by the Board: _____

On behalf of the Big Yellow Umbrella