

# CODE OF CONDUCT

**Applies to employees, volunteers and Board members**

**V2.0 Adopted 15 August 2020**



## **We act with integrity**

The founding principle of the Code of Conduct is that we each take individual responsibility for acting with integrity at all times, even when it means making difficult choices.

We

- Obey all laws and regulations.
- Understand and adhere to this Code and Wildcare policies.
- Take all required training to understand our responsibilities.
- Act honestly in all of our Wildcare dealings.
- Are transparent in our communications.
- Speak up if we have a concern about any behaviour that may be a violation of the law, or this Code

## **We treat others with respect**

We

- Treat others respectfully
- Promote diversity in engaging staff or volunteers.
- Do not discriminate against or harass a colleague, remunerated or volunteer, on the basis of race, colour, religion, national origin, age, disability, military service, marital status, sexual orientation or any other characteristic protected by law.
- Do not sexually harass a colleague, remunerated or volunteer. Sexual harassment includes sexual advances, inappropriate references to sex or conduct of a sexual nature.
- Do not verbally abuse, threaten, taunt, intimidate or bully a colleague, remunerated or volunteer.

## **We provide a safe and healthy workplace**

Wildcare is committed to providing a safe and healthy workplace for colleagues and visitors. Each of us is responsible for acting in a way that protects ourselves and others.

We watch out for

- Unsafe practices or work conditions.
- Lax enforcement of risk assessment protocols or security standards, such as inadequate site briefings.

And ensure that we

- Observe safety, security and health rules and practices.
- Do not touch anyone in an unwelcome manner while conducting Wildcare activities.
- Never sell, possess or use illegal drugs while conducting Wildcare activities.
- Do not come to work on Wildcare business or activities while intoxicated or under the influence of drugs or alcohol.
- Immediately address and report risks to safety and security and any workplace accident or injury to an onsite manager.



## **We communicate thoughtfully and with respect for our partners**

We respect our Government partners and commercial partners. Maintaining strong relationships with our partners is critical to Wildcare's ongoing relevance and positive impact.

Wildcare is a non-political organisation. We do not make comment on Government policy, decisions or actions in any form of media, under the banner of Wildcare. We use the relevant feedback channels for particular organisations, where we have suggestions.

We

- Abide by the terms of any Agreements/Codes of Conduct that we may be a party to in our Wildcare activities
- Abide by the instructions of land managers
- Avoid making comment on Government policy, decisions or actions online, or in conversations under the banner of Wildcare.
- Are thoughtful in our communications. If we make a mistake, we correct it quickly.
- Think before we post on social media.
- Watch out for unintentionally writing or posting anything that may harm Wildcare's, Government or a commercial partners' reputations, or be damaging to the reputation of, or cause distress to, employees of, or volunteers working with these organisations.
- Abide by each social media platforms' rules and terms of use.

## **We have healthy and ethical relationships with our suppliers**

Engaging suppliers and subcontractors for Wildcare who provide superior service on reasonable terms is important to Wildcare's success.

We watch out for

- Any relationship with a supplier that is or could be perceived as a conflict of interest.
- Pressure to choose a supplier that does not offer competitive products, services, or terms.
- Supplier practices that could jeopardise our reputation.

And ensure that we

- Choose suppliers and contractors based on the quality of their products and services, and the competitiveness of the price, process and other terms and conditions.
- Choose suppliers who are well qualified and financially sound and avoid suppliers who have engaged in unlawful or unethical conduct or who could damage our reputation.
- Disclose any actual or potential conflict of interest or any personal relationship with a prospective supplier and record it on the Conflicts of Interest Register.
- Avoid any favour from a supplier which might create the perception of personal benefit.

## **We respect privacy and personal information**

We safeguard Wildcare members' personal and sensitive information. This includes information we collect for managing Wildcare groups, recruiting, remunerating and training, managing individual performance, member administration, and ensuring health and safety of staff and volunteers.

We watch out for

- Unintentional exposure of personal or sensitive information in public settings,



- Insecure storage of personal or sensitive information
- Requests for information without appropriate authority.

And ensure that we:

- Adhere to Wildcare's Privacy Policy regarding the protection of personal and sensitive information.
- Store Wildcare information only in the correct place.
- Maintain appropriate computer security software and practices if provided with web editing access rights.
- Immediately report any loss or inadvertent disclosure of personal information to the Wildcare CEO

## **We manage conflicts of interest with integrity**

We are transparent about potential, perceived or actual conflicts of interest. We manage conflicts by either avoiding the conflict or disclosing the nature of the conflict.

We watch out for:

- Proposing a close friend or relative as a supplier or contractor and employer without disclosing interest.
- Proposing a company in which we have a financial interest as a supplier or contractor without disclosing the interest.
- Doing work for a supplier.
- Allowing a supplier or contractor to do private work for us whether paid or unpaid.
- Receiving gifts entertainment or other favours from a supplier or contractor that could create the perception of improper influence.

The Wildcare Board, Wildcare Nature Conservation Fund Committee and CEO maintain a Register of Interests.

## **We safeguard Wildcare assets**

Wildcare assets include our brand, funds, facilities, equipment, information systems, intellectual property and confidential information.

We watch out for

- Poor password practices, such as sharing passwords, using the same password for multiple purposes and not regularly changing passwords.
- Wildcare assets left unsecured when not in use.
- Communications or internet use that could introduce viruses to, or breach firewalls of, Wildcare systems.
- Use of unapproved software.
- Fundraising efforts that are managed by only one person.

And ensure we

- Have transparent processes around collection and management of money, and involve more than one person in money handling.
- Seek Wildcare CEO's approval before mentioning Wildcare or the name of any Wildcare branches in an online crowd funding campaign.



- Do not use Wildcare equipment or information systems to create, store or send content that others might find offensive.
- Take care to be accurate in our communications and adopt transparent processes in our decisions.
- Are careful in the use of Wildcare assets, to minimise risk of damage or loss.
- Record all transactions in our accounting records.

## Commitment to Code of Conduct

We take the Code of Conduct very seriously. We are committed to choosing our actions with care, and fixing mistakes promptly. We speak up when something doesn't seem right.

We prefer to work through any issues with people, and hopefully find a respectful solution. However, as a last resort, the Board has the power to cancel a person's membership of Wildcare, as outlined in our Constitution, if a situation cannot be resolved satisfactorily.

## Contacts

Do not hesitate to raise concerns or seek guidance from the Wildcare Office. We are here to help. Talk to any of the contacts listed below.

Wildcare Member Services Coordinator [memberservices@wildcaretas.org.au](mailto:memberservices@wildcaretas.org.au)

Wildcare CEO [ceo@wildcaretas.org.au](mailto:ceo@wildcaretas.org.au)

Version Number	Issue Date	Author	Description of Changes
V1.0	8/11/2018	Sharon Smith, CEO	Initial creation
V2.0	15 Aug 2020	Sharon Smith, CEO	Amendments to: <ul style="list-style-type: none"> <li>- Simplify language</li> <li>- boost statements around privacy and security,</li> <li>- add to the section about dealing with organisational partners</li> <li>- removal of out of date contact information.</li> </ul>

