

CODE OF CONDUCT

**Applies to the Board, employees, and volunteers.
(including Branch members)**

V4.0 Adopted 15th February 2024



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 Tasmania policies.
- Take all required training to understand our responsibilities.
- Act honestly in all of our Wildcare Tasmania 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, gender, religion, age, disability, 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, including online.

We provide a safe and healthy workplace

Wildcare Tasmania 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 and report any concerns to our leader / manager.
- Lax enforcement of risk assessment protocols or security standards, such as inadequate site briefings and report any concerns to Wildcare management.

And ensure that we

- Observe all laws and regulations while conducting Wildcare Tasmania activities.
- Observe safety, security and health rules and practices.
- Never buy, sell, possess or use illegal drugs while conducting Wildcare Tasmania activities.
- Do not come to work on Wildcare Tasmania business or activities while intoxicated or under the influence of illegal drugs or alcohol.
- Immediately address and report risks to safety and security and any workplace accident or injury to an onsite manager.
- Upholds the National Principles for Child Safe Organisations. Wildcare Tasmania is committed to the safety, wellbeing, and empowerment of all children and young

people, and expects all employees, volunteers (including Branch members) and Board members to actively participate in and contribute to the rights-based approach to care, including meeting all mandatory reporting obligations.

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 Tasmania's ongoing relevance and positive impact.

Wildcare Tasmania 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 Tasmania. 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 Tasmania activities.
- Abide by the reasonable and lawful instructions of land managers.
- Avoid making comment on Government policy, decisions or actions online, or in conversations under the banner of Wildcare Tasmania unless authorised by the CEO to do so.
- Are respectful in our communications, including online. If we make a mistake, we correct it quickly.
- Do not write or post anything that may harm Wildcare Tasmania'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 Tasmania who provide superior service on reasonable terms is important to Wildcare Tasmania'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 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, contact 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 Tasmania Board, Wildcare Tasmania Grants Assessment Committee and CEO maintain a Register of Interests.

We respect privacy and personal information

We safeguard Wildcare Tasmania 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 Tasmania's Privacy Policy and Cyber Security Policy regarding the protection of personal and sensitive information.
- Store Wildcare Tasmania 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 Tas CEO.

We safeguard Wildcare Tasmania assets

Wildcare Tasmania 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 Tasmania assets left unsecured when not in use.
- Communications or internet use that could introduce viruses to, or breach firewalls of, Wildcare Tasmania 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 Tasmania CEO's approval before mentioning Wildcare Tasmania or the name of any Wildcare Tasmania branches in an online crowd funding campaign.
- Do not use Wildcare Tasmania 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 Tasmania 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 Tasmania, 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 Tasmania Office. We are here to help. Talk to any of the contacts listed below.

Wildcare Tasmania Member Services Coordinator memberservices@wildcaretas.org.au

Wildcare CEO 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"> • Simplify language • boost statements around privacy and security, • add to the section about dealing with organisational partners • removal of out of date contact information.
V3.0	23 Sep 2021	Jill Maxwell, CEO	Update naming - Grants Assessment Committee
V4.0			Amendments to: <ul style="list-style-type: none"> • Adding 'Branches' to who document applies to • References to communications to include 'online' • Adding statement about child safe principles • Including actions under WHS section • Moving 'conflicts of interest' section above 'privacy section' • Add Tas following Wildcare throughout document