

<b>Reference</b>	<b>PO/GOV002</b>
<b>Policy</b>	<i>Code of Ethics and Conduct</i>

### **Purpose**

The objective of the Code of Ethics and Conduct is to set out Fortem Australia's expected standards of behaviour and the policies to be followed to ensure high standards of corporate and individual behaviour are observed.

### **Trauma Informed Care Principle/s**

*Safety* - ensure physical, emotional and psychological safety

*Trustworthiness* - maximise through task clarity, consistency and interpersonal boundaries

*Choice* - maximise consumer choice and control

*Collaboration* - maximise collaboration and sharing of power

*Empowerment* - prioritise empowerment and skill building

### **Scope**

This policy is applicable to all employees, volunteers, and contractors

### **Policy**

All Fortem Australia's employees agree to the following:

- we will not practice any adverse discrimination against anyone in any way
- we will treat each other with respect, courtesy, fairness and in good faith
- we commit ourselves to building a work environment that is respectful, fair and inclusive
- we will respect confidences shared in working relationships and activities
- we will be honest in describing our professional skills, abilities, and background
- we will ensure that we do not force our personal beliefs or values on others
- we will not consume illicit drugs or any other substance that may affect our ability to carry out our duties.

### We will:

#### *1. Act with honesty and integrity:*

- be open and transparent in our dealings
- use power responsibly
- ensure that any possible conflict of interest is disclosed or avoided

#### *2. Exercise due care, diligence and skill:*

- ascertain all relevant information to make informed decisions
- make reasonable enquiries and seek guidance where needed
- report any incidence of inappropriate behaviour that has been experienced or witnessed at Fortem Australia
- obtain and maintain a valid working with vulnerable people clearance (or the like)
- understand the implications (financial, strategic and other) of decisions.

3. *Act in good faith in the best interests of Fortem Australia:*

- demonstrate accountability for your actions
- accept responsibility for your decisions and actions
- report risks, hazards and concerns as they are identified
- avoid activities that may bring you or Fortem Australia into disrepute.

4. *Act fairly and impartially:*

- avoid bias, discrimination or self interest
- ensure that complete and auditable records are kept
- actively contribute to building and maintaining a safe and respectful workplace
- act in a professional and courteous manner at all times.

5. *Use information appropriately:*

- ensure information gained whilst performing our duties is only applied to proper purposes and is kept confidential
- ensure that any personal information coming to your attention whilst performing our duties is handled in compliance with the Privacy Act 1988.

6. *Use your position appropriately:*

- avoid using our position to seek an undue advantage for yourself, family members or associates;
- avoid using our position to cause detriment to Fortem Australia;
- ensure that we decline gifts or favours that may cast doubt on our ability to apply independent judgement.

7. *Act in a financially responsible manner:*

- ensure our corporate credit card is used responsibly and for work purposes only
- obtain necessary approvals in line with the Delegation of Authority policy prior to procuring goods or services
- not use the corporate credit card to pay for any services or products from which we derive a personal benefit
- use charity funds cautiously and limit wastage

8. *Demonstrate leadership and stewardship:*

- to act in good faith and in the best interests of Fortem Australia
- to act with due care and diligence
- to not misuse position, data or information
- to seek to avoid conflicts, or to prioritise their resolution, and
- to declare all conflicts of interests (COI).

**Disciplinary Action**

Employees found to have breached this Code of Ethics and Conduct may be subject to disciplinary action.

<b>Agreements</b>
As a person engaged by Fortem, I have read, understood and agree to abide by this Code of Conduct Name: _____ Signature: _____ Date: _____

<b>Reference to legislation, if any</b>	<ul style="list-style-type: none"> <li>• Fair Work Act 2009 (Cth)</li> <li>• Work Health and Safety Act 2011 (ACT)</li> <li>• Age Discrimination Act 2004 (Cth)</li> <li>• Disability Discrimination Act 1992 (Cth)</li> <li>• Privacy Act 1988 (Cth)</li> <li>• Human rights and equal Opportunity Commission Act 1986 (Cth)</li> <li>• Sex Discrimination Act 1984 (Cth)</li> <li>• Racial Discrimination Act 1975 (Cwlth)</li> <li>• Corporations Act 2001</li> </ul>
<b>Related documents</b>	<ul style="list-style-type: none"> <li>• <i>Employment Contract</i></li> <li>• <i>Delegation of authority</i></li> <li>• <i>Financial governance (Credit card policy)</i></li> <li>• <i>All other Fortem Australia policies and procedures</i></li> </ul>

Version	Date of implementation / review	Revision history details	Approval authority	Next review date
1.1	Jan 2020	N/A	MD	June 2020
1.2	June 2023	Full review	MD	July 2024