



ETHICAL CODE OF CONDUCT

Policy Objective

This Code of Conduct is used to reduce the possibility of misunderstandings that may interfere with the smooth running of the Party. Any breaches of the Code of Conduct should be reported to the President. The Code of Conduct should be reviewed from time to time and updated as appropriate. Party Representatives must actively promote compliance with both the Code of Conduct and with applicable laws and regulations.

Representatives of the Party

Representatives of the Party include all people involved in promoting the Party, its policies or its candidates. These may include staff, volunteers, candidates, committee members and/or elected office bearers.

Representatives commenting on Party policy, must advocate, explain and defend the Party's policies, refraining from statements within and outside the Party that damage the reputation and interests of the Party or create confusion or uncertainty about its policies or intentions

They must ensure that any statements they make outside the Party accord with Party policy.

Committee Members

Members of Committees must have a clear understanding of their role and responsibilities to reduce misunderstanding about respective responsibilities between Committee Members, staff and Management. This should be discussed at the first meeting of the Committee annually.

Committee members should attend meetings, contribute to the work of the Committee, and assist the Chairman and staff at the request of the Chairman. They may not task staff, unless specifically approved by the Chairman.

Chairpersons of Committees

Chairpersons of Committees direct and manage their Committee's work in regard to its objectives, including convening meetings, setting agendas, keeping members informed, assisting staff as required and operating within budget.

They are to maintain their Committee as a cohesive, informed and motivated body of advice, reporting to their relevant convening authority. Subject to the President's authority, Chairperson are the spokesperson outside the Party on matters relevant to the Committee's objectives.

Ethical Behaviour

Representatives must ensure that their behaviour is always of the highest ethical standards. They must act fairly and with honesty and integrity in all their dealings as a Party Representative.

Representatives must not, by act, or omission, do anything that might bring the Party, members, candidates or employees of the Party into disrepute.

Unethical conduct includes:

- deliberate dishonesty;
- illegal acts or behaviors that could bring the Party or a colleague or member into disrepute;
- giving false or misleading information;
- misappropriation of money or property;
- passing on sensitive or confidential Party information to third parties, for example - media, competing bodies or candidates around election time;
- starting rumours or personal attacks on colleagues, candidates or staff;
- misuse or abuse of authority;
- acting in any other way that breaches the Party's Ethical Code of Conduct; or
- acting in a way that breaches the Party's Code of Conduct relating to Discrimination, Bullying and Harassment

Representatives must report suspected misconduct, serious mismanagement or substantial waste of Party's resources to the President.

Fabricating reports of misconduct for personal gain or other reasons is a serious breach of this Code.

Conflicts of Interest

Representatives who have an actual or potential conflict of interest, including pecuniary interests, with the Party must declare that interest to the President as soon as practicable after becoming aware of it.

Potential or actual conflicts may include, amongst other things, pecuniary interests, personal relationships with staff, membership of another political party, commercial dealings with sponsors, dealings with Party financial managers, or any relationship with an outside agency affected by the Party decision or policy. In assessing whether a conflict exists, the Representative should consider the perception that others may have of the relationship.

Offensive language

The use of obscenities or other offensive or discriminatory language is always unacceptable.

Communications

Public comment

Representatives must restrict their public comments (including at meetings to which the public is invited) about matters relating to the Party to those matters for which they have delegated authority and on which they have knowledge. If they have any doubt on either they should check with

the Media Unit, the President or the Chief Executive of the Party.

It is essential to always promote and defend the Party's Principles. In the event a Representative cannot do this, they should not speak publicly on the subject. If they wish to make statements contrary to Party Principles, they should resign from office.

The device of taking "the Party hat off" should be used with discretion to ensure that there is no public confusion with Party Principles or policy.

Representatives who have personal grievances about anything to do with the Party should raise these through the Party's Framework for Resolving Grievances, and not in a public forum.

Email

Elected Representatives must ensure proper use of email for communication within the Party.

All email discussions should be conducted with courtesy, respecting the rights of parties to hold differing views, taking care to protect the professional reputation of the Association and its members and not conveying content that could be grounds for legal action or be interpreted as offensive, harassment, bullying or intimidation.

The email system should not be used to spread gossip, complain, or spread rumours about other members of the Party.

All messages distributed to or via the Party's email system, even personal emails, are the Party's property, and the Party can access those emails at any time.

Misuse of the Party's email system may result in email access being withdrawn by the Party.

Meetings with significant people outside the Party

Party Representatives are often involved in meetings with politicians, bureaucrats, business leaders and other people of significance in pursuit of Party policy positions.

Where the person to be met can affect important Party interests, Representatives are required to inform the relevant staff and Office Bearers in advance.

To achieve maximum benefit from these meetings, the Representative must be well briefed and prepared for the meeting. A record of the meeting is to be prepared as soon as possible after the meeting.

Media

All Representatives should ensure they are familiar with the policy and note that requirements above for "Public Comment" are applicable in dealings with the media.

Interaction with Staff and Volunteers

Staff and Representatives must respect established chains of responsibility in any dealings with staff or volunteers to provide consistency and certainty in any and all operations matters.

Grievances

If a staff member or volunteer expresses concern about management issues including instances of unethical or improper behaviour, they must be encouraged to refer the matter formally.

Members who become aware of instances of unethical or improper behavior should also inform the

President or the next senior uninvolved person.

Non-executive members should not become further involved with the particular grievance.

Compliance

Representatives must understand that any breach of this Code is a serious failure in professional obligation.

Where the Code of Conduct conflicts with advice or instruction from a person in authority, the Representative must comply with the requirements of this Code and seek advice from the President.

All Representatives of the Party have an obligation, at all times, to comply with the spirit, as well as the letter, of the laws applicable to them and with the principles of this Code.