



CODE OF ETHICS POLICY

Policy number	010	Version	001
Drafted by	John Fordyce	Approved by Board on	09 December 2019
Responsible person	General Manager	Scheduled review date	23 November 2020

INTRODUCTION

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

PURPOSE

This policy is designed to provide guidelines for procedures that will allow RCOE to evolve a consensus on the ethical principles that should guide its conduct.

POLICY

RCOE commits itself to operating in accordance with an ethical code drawn up through agreed procedures following consultation with members, clients, employees, volunteers, and stakeholders.

CODE OF ETHICS PROCEDURE

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RESPONSIBILITIES

It shall be the responsibility of the Board to appoint an Ethics Committee headed by a Coordinator and including among its membership the Secretary of the Board.

The Coordinator of the Ethics Committee shall be responsible for carrying out the process of developing a Code of Ethics for the organisation.

The General Manager shall be responsible for disseminating the eventual Code of Ethics and of ensuring its observance.

PROCEDURES

The Ethics Committee shall organise consultation with members, clients, employees, volunteers, and stakeholders on:

- the values that the organisation wishes to embody
- the specific ethical imperatives that are implied by these values

The discussions around these issues should be used as a means to raise awareness of the significance of ethical attitudes to the effective operation of the organisation.

The Committee shall then:

- review the policies of the organisation to ensure that these are not in conflict with the organisation's ethical principles
- draw up a draft Code of Ethics for the organisation

It should be noted that the organisation's ethical position is represented both by the organisation's policies and by its Code of Ethics, and any particular ethical guideline does not necessarily need to be repeated in both.

The draft Code of Ethics should then be circulated for discussion and comment to members, clients, employees, volunteers, and stakeholders. Again, the discussion should be used to forward a commitment among all concerned with the organisation to the ethical operation of the organisation.

The Ethics Committee shall forward a final draft of the Code of Ethics to the Board. The Board may make any alterations it sees fit, and the resulting Code of Ethics shall be presented for the approval of the membership at the next General Meeting.

Once the Code of Ethics has been approved by the General Meeting it shall be implemented by the organisation. Procedures should then be instituted to provide sanctions and penalties for breaches of the Code.

RELATED DOCUMENTS

- Constitution
- Standing Orders
- Affirmative Action Policy
- Anti-Discrimination Policy
- Equal Employment Opportunity Policy
- Sexual Harassment Policy
- Bullying Policy
- Family Friendly Policy
- Environmental Sustainability Policy
- Conflict of Interest Policy
- Transparency and Accountability Policy
- Ethical Fundraising Policy
- Acceptable Use of Vehicles and Equipment Policy
- Legislative Compliance Policy
- Staff Dispute Resolution Policy
- Acceptable Use of Electronic Media Policy

Appendix A

CODE OF ETHICS

Introduction

It must be stressed that this Code is not presented as a model for possible adoption but merely as an illustration of the kind of agreed principles that might arise from a process of consultation.

Volunteers

- Shall, in all business conducted under the aegis of RCOE, place the interests of the organisation over their own interests of those of any other person or persons
- Shall observe the provisions of the constitution, policies, and rules of the organisation
- Shall treat the other members of the organisation, and the staff of the organisation, and the office-bearers of the organisation, and the clients of the organisation, with respect
- Shall undertake any training necessary for the performance of their duties
- Shall, in any work carried out for the organisation, follow the directions of their designated supervisors
- Shall not so act as to bring the organisation or its mission into disrepute

Staff

- Shall, in all business conducted under the aegis of RCOE, place the interests of the organisation over their own interests of those of any other person or persons
- Shall observe the provisions of the Constitution, policies, and rules of the organisation, including any policies on conflict of interest
- Shall enthusiastically and competently carry out the duties specified by their contract of employment
- Shall treat the other staff of the organisation, and the members of the organisation, and the office-bearers of the organisation, and the clients of the organisation, with respect
- Shall undertake any training necessary for the performance of their duties
- Shall, in any work carried out for the organisation, follow the directions of their designated supervisors
- Shall not so act as to bring the organisation or its mission into disrepute

Members

- Shall observe the provisions of the Constitution, policies, and rules of the organisation
- Shall treat the other members of the organisation, and the staff of the organisation, and the office-bearers of the organisation, and the clients of the organisation, with respect
- Shall not so act as to bring the organisation or its mission into disrepute

Board Members

- Shall, in all business conducted under the aegis of RCOE place the interests of the organisation over their own interests of those of any other person or persons
- Shall observe the provisions of the Constitution, policies, and rules of the organisation

- Shall, as far as possible, attend all meetings of the Board, and, in the event that they are prevented from attending any meeting of the Board, shall notify the Secretary of their absence in advance of the meeting
- Shall devote to their duties the amount of time required to carry them out thoroughly and effectively
- Shall undertake any training necessary for the performance of their duties
- Shall treat the other members of the Board, and the other members of the organisation, and the staff of the organisation, and the office-bearers of the organisation, and the clients of the organisation, with respect
- Shall not so act as to bring the organisation or its mission into disrepute

Officebearers

- Shall carry out enthusiastically and competently the duties assigned to the position
- Shall, in all business conducted under the aegis of RCOE place the interests of the organisation over their own interests of those of any other person or persons
- Shall observe the provisions of the Constitution, policies, and rules of the organisation
- Shall, as far as possible, attend all meetings of the Board, and, in the event that they are prevented from attending any meeting of the Board, shall notify the Secretary of their absence in advance of the meeting
- Shall devote to their duties the amount of time required to carry them out thoroughly and effectively
- Shall undertake any training necessary for the performance of their duties
- Shall treat the other members of the Board, and the other members of the organisation, and the staff of the organisation, and the office-bearers of the organisation, and the clients of the organisation, with respect
- Shall not so act as to bring the organisation or its mission into disrepute