

Policy 1.5

Code of Conduct

Purpose

At Tasmanian Leaders, we are dedicated to fostering an inclusive, respectful, and safe environment for all members of our community. Our Code of Conduct outlines the standards of behaviour and conduct expected from everyone involved in our organisation, comprising our employees, Board members, participants, volunteers, contractors, clients, partners, and any other stakeholders. By participating in our community, you agree to always adhere to this Code of Conduct.

Policy

1. Performance of duties

In the performance of their duties or as part of their participation or engagement, our community will:

- act with care and diligence and in the best interests of Tasmanian Leaders;
- act ethically and in a way that upholds Tasmanian Leaders integrity and good reputation;
- perform duties competently and with professionalism, rigour, honesty and integrity;
- be familiar with and comply with all applicable laws, regulations and Tasmanian Leaders policies and procedures;
- treat all people when representing or operating within our community with respect and courtesy;
- comply with any lawful and reasonable direction given by someone at Tasmanian Leaders who has the authority to give it.

2. Respect and inclusivity

We value and honour the diversity of individuals and perspectives within our community and expect all those within it to support the creation of a positive and harmonious environment. Discrimination, harassment, bullying, victimisation and violence and any other form of disrespectful behaviour, including but not limited to that based on race, ethnicity, gender, sexual orientation, disability, religion, age, or any other characteristic, is unacceptable.

3. Professionalism

All interactions within our community should be conducted in a professional manner, underpinned by respect, honesty, and fairness. This includes communication in person, online, and through any other medium associated with our organisation. Disagreements and conflicts should be addressed constructively and with mutual respect.

4. Integrity

We expect all members of our community to act with honesty and integrity in all their dealings. This includes being truthful in communications, respecting confidentiality when appropriate, and avoiding conflicts of interest.

5. Health and safety

We are committed to providing a safe environment for everyone involved in our community and we expect members of our community to take personal accountability when it comes to the safety of themselves and others within the workplace. Any behaviour that threatens the physical or emotional safety of others, including but not limited to harassment, intimidation, or violence, is unacceptable and may be a breach of the Code and result in consequences.

6. Compliance with laws and policies

All members of our community are expected to be familiar with and comply with all applicable laws, regulations, and organisational policies relevant to their role within our community. This includes

but is not limited to laws and policies regarding equal opportunity, data protection, information technology security and intellectual property.

7. Responsible use of resources

We expect all members of our community to use organisational resources, including but not limited to time, funds, and equipment, lawfully, responsibly and ethically for the benefit of Tasmanian Leaders.

Breach of the Code of Conduct

We expect all members of our community to comply with this Code of Conduct and other related policies and procedures. Where a member of the community observes a breach of the Code, or if there are any concerns about behaviour within our community, it should be reported immediately to the CEO or the Chair of the Board. All reports will be taken seriously and will be handled with discretion and confidentiality.

Consequences of violations

In instances where there are breaches of the Code, disciplinary action, including but not limited to warnings, suspensions, or termination of membership, employment, or other involvement with our organisation may be considered. The appropriate response to any breach of policy will be determined based on the severity of the behaviour and other relevant factors and the principles of procedural fairness will apply.

Conclusion

By participating in our community, you agree to uphold the principles and standards outlined in this Code of Conduct. We believe that by treating each other with respect, professionalism, and integrity, we can create a welcoming and inclusive environment where everyone can thrive. This Code of Conduct is subject to periodic review and may be updated or revised as necessary to reflect changes in our community or organisation.

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Approved by:	Board of Directors
Policy Owner	Chief Executive Officer