



AG ECS

Code of Conduct

Introduction

The AGECS Council aims to ensure that Council members and contractors are aware of their obligation to comply with this policy to ensure they behave ethically as representatives of AGECS.

Purpose

The purpose of this policy is to provide Council members of AGECS with a framework for appropriate behaviour for all Council members and contractors at AGECS. It is not intended to cover all issues, but rather to provide a structure that can be used to address ethical issues that may arise.

The Code of Conduct is based on the Core Values of AGECS.

Scope

This policy applies to the Council members and contractors of AGECS.

Code of Conduct

It is expected that Council members and contractors are diligent, impartial, courteous, conscientious and respectful in the performance of their duties and obligations.

In the performance of duties ensure Council members and contractors will:

- a) Comply with legislative and industrial obligations and policies and procedures of AGECS;
- b) Comply with Equal Employment Opportunity and Occupational Health and Safety obligations;
- c) Maintain adequate documents and program records to support decisions made;
- d) Treat all persons with courtesy and sensitivity and provide support and assistance;

- e) Strive to avoid waste and extravagance in the use of resources;
- f) Comply with the Privacy Act 1988;
- g) Not disclose to any person any confidential or official information relating to AGECS or participants in AGECS programs, including Council meeting agenda items, discussions or plans;
- h) Not harass or discriminate against members in work practices or in the provision of education/programs or refuse support on the grounds of gender, pregnancy, race (including colour, ethnic background or national identity), marital status, disability, sexual preference, political or religious belief, or age, or any protected attribute;
- i) Act responsibly when aware of any unethical behaviour or wrongdoing by any person associated with AGECS;
- j) Refrain from making disparaging remarks about other people;
- k) Say nothing said about any person, in any meeting, that if repeated would cause offence;
- l) Take responsibility for behaviours that may have inadvertently impacted on others;
- m) Carry out duties safely and refrain from any conduct including alcohol or substance abuse or misuse that would adversely affect your performance;
- n) Act with integrity with respect to electronic communication and all social media and online platforms;
- o) Not take improper advantage of any confidential or official information relating to AGECS or participants in AGECS programs; and
- p) Must refrain from behaviours that will exploit their position through personal gain.

Breaches of the Code of Conduct

Any breach of the Code of Conduct may be considered misconduct and could result in disciplinary action.

For questions about this policy please contact the President.

Version	2	Approved by Council on	3 rd May 2021
Responsible person	The President	Scheduled review date	May 2024