

Williamstown Rental Housing Co-operative Policy Document

Policy Number:	02
Policy Name:	Code of Conduct
Version Number:	02
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1. Introduction

The Board of Williamstown Rental Housing Cooperative Ltd. (WRHC) is committed to ethical conduct and the principles of dignity, equality and mutual respect in providing the best possible service to the community. This policy applies to all members (General and Board), staff (casual, permanent and contract) and volunteers of the organisation.

2. Purpose

The purpose of this document is to identify WRHC's position on ethics and proper practice, and to document the standards expected in providing a service to the community.

3. Scope

WRHC members, staff, contractors and volunteers must all follow this policy.

4. Relevant Co-operative Objectives

To ensure that WRHC demonstrates ethical behaviour in all aspects of its operations as reflected in its Vision, Mission Statement and Values.

5. Policy

Members, staff and volunteers of WRHC have a legal and moral responsibility to act in the best interests of the Co-operative. They have an obligation to demonstrate ethical behaviour at all times – in their responsibilities to the organisation, in their relationships with each other, and in their professional service to the community – and will be required to adhere to this Code of Conduct.

WRHC is committed to the guiding principles of:

- **Equity**

WRHC will:

- embrace diversity and at all times act in an open and fair manner ensuring equal access to opportunities for members, potential members and staff;
- promote fair, non-discriminatory behaviour and actively discourage behaviour that is discriminatory.

- **Integrity**

WRHC will:

- act professionally at all times;
- consistently be truthful and honest.
- carry out its business in accordance with the law.

- adhere to confidentiality and privacy principles.

- **Accountability**

WRHC will:

- Accept responsibility for our actions and outcomes and disclose the results in a transparent manner;
- Ensure Board members are diligent, attend Board meetings and devote sufficient time preparing for Board meetings to allow for full and appropriate participation in the Board's decision making;
- Observe a reasonable duty of care to members, staff, contractors and the general public in carrying out the work of WRHC.

- **Team Work**

WRHC will:

- Work in a manner that provides support to one another while working towards a common goal.

- **Respect**

WRHC will:

- Uphold the worth and dignity of all people regardless of their circumstances;
- Demonstrate this respect in our communication with members, staff, contractors and colleagues.

6. Conflicts of Interest

All WRCH members are to act in accordance with the WRHC Conflict of Interest Policy.

7. Breaches of this Code

Any breach of the Code of Conduct will be dealt with according to the Disputes Resolution Process and Cooperatives Act.

8. Responsibilities

All members and staff are expected to:

- Be active and informed, and uphold the Co-operative principles;
- Act in the best interests of WRHC at all times;
- Treat fellow members, staff and community members with respect and courteousness at all times;
- Behave considerately towards their neighbours;
- Abide by WRHC's policies.

9. Definitions

10. Related documentation, legislation and standards

Occupational Health and Safety Act 2004

Equal Opportunity Act 1995

Information Privacy Act 2000
Governance Manual
Members Manual
WRHC Policy 04 Conflict of Interest

11. Transparency and accessibility

This policy is available on the WRHC website www.williamstownhousingcoop.org.au