

## CODE OF CONDUCT POLICY

Policy number:	HR_POL_000	Version:	2.0
Drafted by:	YAC HR	Approved by Board on:	9 <sup>th</sup> November 2021

### PURPOSE

The Code of Conduct affirms Yinhawangka Aboriginal Corporation's (YAC) belief in responsible social and ethical behaviour from all employees. The Code of Conduct clarifies the standards of behaviour that YAC expects of all employees.

### PRINCIPLES

Our employees contribute to the success of our organisation and that of our Clients. YAC fully endorse that all employees are not deprived of their basic human rights.

Furthermore, our employees have an obligation to the Business, our Clients and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine employee and Client trust.

Our Code of Conduct applies to all employees and provides the framework of principles for conducting business, dealing with other employees, Clients and suppliers. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. This Code of Conduct is based on the following:

- Act and maintain a high standard of integrity and professionalism
- Be responsible and scrupulous in the proper use of Company information, funds, equipment and facilities
- Be considerate and respectful of the environment and others
- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, clients and suppliers

- Avoid apparent conflict of interests, promptly disclosing to the YAC Chief Executive Officer (CEO), any interest which may constitute a conflict of interest
- Promote the interests of YAC
- Perform duties with skill, honesty, care and diligence
- Abide by policies, procedures and lawful directions that relate to your employment with YAC and/or our Clients
- Avoid the perception that any business transaction may be influenced by offering or accepting gifts
- Under no circumstances may employees offer or accept money
- Any employee, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

YAC expects co-operation from all employees in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any employee in breach of this Code of Conduct may be subject to disciplinary action, including termination.

Should an employee have doubts about any aspect of the Code of Conduct, they must seek clarification from their Supervisor.

## **CONFLICT OF INTEREST**

Conflict of interest arises whenever the personal, professional or business interests of an employee are potentially at odds with the best interests of YAC.

All employees are required to act in good faith towards YAC. Employees need to be aware of the potential for a conflict of interest to arise and should always act in the best interests of YAC.

As individuals, employees may have private interests that from time to time conflict, or appear to conflict, with their employment with YAC. Employees should aim to avoid being put in a situation where there may be a conflict between the interests of YAC and their own personal or professional interests, or those of relatives or friends. Where such a conflict occurs (or is perceived to occur), the

interests of YAC will be balanced against the interests of the employee, unless exceptional circumstances exist, resolved in favour of YAC.

It is impossible to define all potential areas of conflict of interest. If an employee is in doubt if a conflict exists, they should raise the matter with their Manager.

## DEFINITIONS

<b>YAC</b>	Yinhawangka Aboriginal Corporation RNTBC
<b>CORPORATION</b>	Yinhawangka Aboriginal Corporation RNTBC
<b>CEO</b>	Chief Executive Officer
<b>EMPLOYEE</b>	Full-time, Part-time, Casual Employees who are currently employed at YAC.

## RELATED DOCUMENTS AND LEGISLATION

- Letter of Engagement
- Yinhawangka Employee Handbook
- HR\_POL\_001 Code of Conduct Procedure

## ADMINISTRATION

NOTE: Printed copies of this policy are uncontrolled, values can only be assured at the time of printing.

## AUTHORISATION

Name: Kupa Teao - YAC CEO

Signature: 

Board Secretary for Yinhawangka Aboriginal Corporation RNTBC.

## CODE OF CONDUCT PROCEDURE

Policy number:	HR_POL_001	Version:	2.0
Drafted by:	YAC HR	Date:	30 <sup>th</sup> March 2022

### PURPOSE

The Code of Conduct affirms Yinhawangka Aboriginal Corporation's (YAC) belief in responsible social and ethical behaviour from all employees. The Code of Conduct clarifies the standards of behaviour that YAC expects of all employees.

### EMPLOYEES MUST:

- declare any potential, actual or perceived conflicts of interest that exist on becoming employed by YAC to management;
- declare any potential, actual or perceived conflicts of interest that arise or are likely to arise during employment by YAC to management
- avoid being placed in a situation where there is potential, actual or perceived conflict of interest if at all possible.

If an employee declares such an interest, YAC will review the potential areas of conflict with the employee and mutually agree on practical arrangements to resolve the situation.

Employee must disclose any other employment that might cause a conflict of interest with YAC to their Manager. Where there are external involvements that do not represent a conflict of interest, these must not affect performance or attendance whilst working at YAC. If such involvement does affect performance or attendance it will be considered a conflict of interest.

Employee must not set up or engage in private business or undertake other employment in direct or indirect competition with YAC using knowledge and/or materials gained during the course of employment with YAC.



Engaging in other business interests during work hours will result in strong performance improvement action.

Failure to declare a potential, actual or perceived conflict of interest or to take remedial action agreed with YAC, in a timely manner, may result in performance improvement proceedings including dismissal.

## DEFINITIONS

<b>YAC</b>	Yinhawangka Aboriginal Corporation RNTBC
<b>CORPORATION</b>	Yinhawangka Aboriginal Corporation RNTBC
<b>CEO</b>	Chief Executive Officer
<b>EMPLOYEE</b>	Full-time, Part-time, Casual Employees who are currently employed at YAC.

## RELATED DOCUMENTS AND LEGISLATION

- Letter of Engagement
- Yinhawangka Employee Handbook
- HR\_POL\_001 Code of Conduct Policy

## ADMINISTRATION

NOTE: Printed copies of this policy are uncontrolled, values can only be assured at the time of printing.