

CODE OF CONDUCT POLICY

Policy number	NA	Version	6
Drafted by	Karen Zirkler	Approved by Board on	11 June 2025
Responsible person	Karen Zirkler	Scheduled review date	June 2026

1. Responsibilities

The Code of Conduct applies to all financial members, volunteers, employees and sub-contractors ('members') of Southern New England Landcare Ltd while undertaking any role or activity related to Southern New England Landcare Ltd.

2. Purpose

The Code of Conduct contains standards of behaviour expected at Southern New England Landcare Ltd. It is a central guide and reference to support day-to-day decision making and reflects the purpose, mission and values of Southern New England Landcare Ltd.

3. Principles

The Code of Conduct is based on the following fundamental ethical principles:

4. Respect for the Law

Southern New England Landcare Ltd members, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

5. Respect for all Persons

Southern New England Landcare Ltd recognises that its primary responsibility is to Landcare members however, Southern New England Landcare Ltd commits to treat all members of the community equitably, with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own
- Courtesy and responsiveness in dealing with others
- Fairness in supervising and dealing with other members
- Making decisions that are procedurally fair to all people according to the principles of natural justice
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age, or political conviction
- An awareness and respect for cultural difference
- Allowing for alternative points of view to be expressed
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation, and
- Not engaging in conduct likely to bring discredit upon Southern New England Landcare Ltd.

6. Integrity

Southern New England Landcare Ltd members should carry out their duties in the best interests of Southern New England Landcare Ltd and avoid conflicts between their private interests and their Landcare responsibilities with respect to:

- Personal relationships
- Financial relationships
- Receipt of gifts
- Outside work
- Use of confidential information obtained during Landcare duties and
- External activities and public comment.

7. Diligence

Southern New England Landcare Ltd members should carry out their duties in a professional and conscientious manner. This involves:

- Always acting honestly, in good faith, and in the best interest of Southern New England Landcare Ltd
- Carrying out official decisions and policies faithfully and impartially
- Seeking to attain the highest possible standards of performance
- Exercising care for others in Landcare-related activities and
- Members acting on a committee have an obligation to be independent in judgement and action and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by that Committee.

8. Conflict of Interest

Southern New England Landcare Ltd members must declare interests which conflict, either perceived or actual, with Southern New England Landcare Ltd duties and activities. Members must not allow personal interests, or the interests of any associated person, to conflict with the interests of Southern New England Landcare Ltd.

A conflict of interest may include, but is not limited to, an expressed personal value or belief, professional ethics, personal or professional relationships, financial or proprietary interests.

Please refer to our Conflict-of-Interest Policy for more detail.

9. Confidentiality

Southern New England Landcare Ltd acknowledges that confidential information received during the exercise of official duties remains the property of Southern New England Landcare Ltd.

In addition, it is improper to disclose confidential information, or allow it to be disclosed, unless that disclosure has been authorised by Southern New England Landcare Ltd and the person from whom the information is provided or is required by law.

Documents and information of Southern New England Landcare Ltd should be placed in secure locations where possible and sensitive information should not be distributed without the Chairperson's consent.

Please refer to our Privacy Policy for more information.

10. Grievances, Complaints and Procedures

Breaches of this Code of Conduct or other policies of Southern New England Landcare Ltd will be addressed by way of the Grievance Policy.

Southern New England Landcare Ltd members should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are always observed.

11. Related Policies

Misconduct Policy

12. Authorisation

A handwritten signature in black ink, appearing to read 'N Reid', with a long horizontal stroke extending to the right.

Em Prof Nick Reid,
Chair, Southern New England Landcare Ltd.
11 June 2025