



International Environmental Weed Foundation (IEWF)

Trading as Habitat Network

Code of Conduct (2 July 2024) version 1

Approved:

The Code of Conduct applies to all financial members, non-financial members, volunteers and employees ('members') of IEWF / Habitat Network while undertaking any role or activity related to IEWF / Habitat Network.

The Code of Conduct contains standards of behaviour expected at **IEWF / Habitat Network**. It is a central guide and reference to support day-to-day decision making and reflects the purpose, mission and values of IEWF / Habitat Network.

Our Principles

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

I. RESPECT FOR THE LAW

IEWF / Habitat Network 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.

II. RESPECT FOR ALL PERSONS

IEWF / Habitat Network recognises that its primary responsibility is to Landcare members however, **IEWF / Habitat Network** commits to treat all members of the community equitably, with dignity and respect. This involves, but is not limited to, the following:

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

III. INTEGRITY

IEWF / Habitat Network members should carry out their duties in the best interests of **IEWF / Habitat**

Network and avoid conflicts between their private interests and their Landcare responsibilities with respect to:

- a. Personal and professional relationships;
- b. Financial relationships;
- c. Receipt of gifts;
- d. Outside work;
- e. Use of confidential information obtained in the course of Landcare duties; and
- f. External activities and public comment.

IV. DILIGENCE

IEWF / Habitat Network members should carry out their duties in a professional and conscientious manner. This involves:

- a. Always acting honestly, in good faith, and in the best interest of **IEWF / Habitat Network**;
- b. Carrying out official decisions and policies faithfully and impartially;
- c. Seeking to attain the highest possible standards of performance;
- d. Exercising care for others in Landcare-related activities; and
- e. Directors 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 the management committee.

V. CONFLICT OF INTEREST

- a. **IEWF / Habitat Network** members must declare interests which conflict, either perceived or actual, with **IEWF / Habitat Network** duties and activities. Members must not allow personal interests, or the interests of any associated person, to conflict with the interests of **IEWF / Habitat Network**.
- b. 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.

VI. CONFIDENTIALITY

- a. **IEWF / Habitat Network** acknowledges that confidential information received in the course of the exercise of official duties remains the property of **IEWF / Habitat Network**.
- b. In addition, it is improper to disclose confidential information, or allow it to be disclosed, unless that disclosure has been authorised by **IEWF / Habitat Network** or the person from whom the information is provided, or is required by law. Documents and information of **IEWF / Habitat Network** should be placed in secure locations where possible and sensitive information should not be distributed without the Executive Director's consent.

Grievances, Complaints and Procedures

Breaches of this Code of Conduct or other policies of **IEWF / Habitat Network** will be addressed by the Executive Director in accordance with the Grievance Policy.

IEWF / Habitat Network members should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times.