



International Environmental Weed Foundation (IEWF)

Trading as Habitat Network

Code of Ethics and Professional Conduct (1 November, 2023)

Introduction

International Environmental Weed Foundation trading as Habitat Network (Habitat Network) is a not-for-profit organisation which promotes, inspires, educates, researches and delivers environmental outcomes. Through our actions we raise awareness of issues within the natural resource management sphere and inspire simple actions to improve the natural environment for the benefit of the native flora and fauna, and community. We work with local community, schools, landcare and bushcare and provide information and resources across Australia and overseas.

Our lead volunteers, coordinators and project managers (PMs) are responsible for representing our organisation in a professional manner and acting with consideration, politeness and integrity.

Our PMs may coordinate projects, for example, The Habitat and on-ground restoration works, and deliver education in a variety of settings. Activities may include planning, execution and managing the people, resources, and scope of the project. All PMs must have the discipline to create clear, ethical, and attainable objectives and to see them through to successful completion. The PM is responsible for the success of an assigned project and therefore should have full responsibility and authority to complete the endeavour, while working collaboratively with the rest of the leadership team.

This Code of Ethics and Professional Conduct will be referred to as the 'Code' in the remaining sections of this document. The Code sets out the values and principles that shape the decisions we make as PMs.

A PM expresses his or her commitment to the Code and to subsequent changes to the Code which may be agreed from time to time when they join Habitat Network. As members of Habitat Network, we commit to practice in accordance with this Code and accept that we will be held responsible for our conduct.

Advice given and the way it is delivered can impact on all people in society. It is therefore vital that a PM conducts his or her work in a professional manner to earn and maintain the confidence of volunteers, members, colleagues and the public.

Habitat Network recognises that ethical values and principles are enduring. Standards of acceptable conduct can vary according to changes to community expectations and standards. It is intended this

code will be reviewed from time to time as part of continuous improvement given that ethical problems and solutions may change with community expectations.

The Code

In undertaking volunteer coordination, project management, education or representation we will:

1. Act with Integrity

1.1. Be honest and trustworthy

- a) Be responsible for advice, actions, omissions, and be truthful.
- b) Not misrepresent our skills, qualifications, and experience in such a way as to mislead or bring Habitat Network's reputation into disrepute.
- c) Manage real or perceived conflicts of interest, and ensure conflicts are disclosed to all relevant parties.
- d) Respect confidentiality obligations expressed or implied.
- e) Obey the laws of the country and not engage in improper, fraudulent, corrupt, or criminal conduct.
- f) Neither give or accept a gift, service, or payment where this can be deemed to be other than of a nominal value.

1.2. Demonstrate respect for others

- a) Act faithfully in all matters.
- b) Apply knowledge and skills without bias or discrimination and with courtesy.

1.3. Act with a clear conscience

- a) Do what is ethical.
- b) Act impartially.
- c) Act in a professional manner.
- d) Give due consideration to obligations.

2. Practice Competently

2.1. Maintain and develop knowledge and skills

- a) Maintain professional skills and recognise the importance of ongoing personal development and education.
- b) Act carefully and diligently and within your level of competence and experience.
- c) Seek, accept and offer honest critiques of work, and properly credit the contribution of others.
- d) Support the continuing development of knowledge for colleagues.
- g) Treat all project team members, colleagues, and co-workers fairly in line with relevant anti-discrimination legislation.

4. Act with Responsibility

4.1. Engage responsibly with the community

- a) Be open to community issues when potentially impacted by your actions.
- b) Endeavour to keep all aware of potential consequences of activities.
- c) Promote the engagement of stakeholders and community in decisions on activities that may impact on them.

4.2. Foster health, safety and wellbeing

- a) Incorporate safety, health, social, environmental, and economic considerations in decision making.

4.3. Balance the needs of the present with the needs of the future

a) Aim to deliver outcomes that meet the principles of sustainability in terms of economic, environmental, and social considerations.

5. Breach of Code of Professional Conduct – Complaint Process

a) Breach of this code can occur at any level of the organization. Any breach of this code should be brought to the attention of the Executive Director. The Executive Director will provide support and ascertain the nature of the complaint and the wishes of the complainant.