

Wheatbelt Natural Resource Management Incorporated

Code of Conduct Policy

Policy Name:	Code of Conduct Policy
Policy Number:	2.1
Policy Version Number:	V3.0
Policy Category:	Operational Management
Contact Officer:	Natarsha Woods
Date Approved by the Board of Management:	30 April 2019
Date of Last Review:	31 July 2015
Period Until Next Review:	36 months from the approved date or as required
Related Legislation:	Associations Incorporation Act 2015 (Western Australia)
Related WNRM Policies or Procedures:	<ul style="list-style-type: none"> 1.0 Board Charter 2.2 Conflict of Interest Policy 2.6 Quality Policy 2.7 Risk Management Policy 3.1 Fraud and Corruption Policy 4.1 Grievance Resolution Policy 4.2 Drugs, Alcohol and Smoking Policy 4.3 Equal Employment Opportunity Policy 4.4 Harassment, Discrimination and Bullying Policy 4.8 Use of Equipment and Vehicles Policy 5.3 Media Communication Policy 5.5 Privacy and Confidentiality Policy 5.6 Records Management Policy 6.1 Occupational Safety and Health Policy
Related Documents	Conditions of Service

1. Definitions

Code of Conduct means the principles and behaviours by which personnel of Wheatbelt NRM are expected to adhere to.

Personnel – means Directors, employees, contractors, suppliers, business partners and volunteers

Wheatbelt NRM means Wheatbelt Natural Resource Management Incorporated.

2. Overview

Wheatbelt NRM is committed to contributing to a vibrant Wheatbelt community creating healthy environments and livelihoods

The Code of Conduct sets out our organisational ethics, embraces our values and underpins our business decisions, actions and behaviour. It provides clear guidelines to Wheatbelt NRM personnel as to the expected standards and behaviours.

The Code applies to all Wheatbelt NRM personnel, including Directors, employees, contractors, suppliers, business partners and volunteers.

Personnel who breach the Code of Conduct may be subject to disciplinary action.

3. Principles

All Wheatbelt NRM personnel are expected to act with integrity and consistently within the following principles:

We will:

- Act with honesty, in good faith, with fairness and in the best interests of Wheatbelt NRM in all our business dealings.
- Treat others with respect, value diversity and ensure we provide a safe work environment
- Engage in business relationships professionally and be accountable for our decisions and our behaviour.
- Act with care and diligence when fulfilling the functions of our role and exercising the powers attached to that position.
- Use the powers of our position for a proper purpose and in the best interest of Wheatbelt NRM and not take any improper advantage.
- Identify and manage any conflict of interests and not accept gifts that may be construed or used by others to allege favouritism, discrimination, collusion or inappropriate personal benefit.
- Be independent in judgement and actions and take all reasonable steps to be satisfied as to the soundness of the decisions we take.
- Respect and maintain the privacy, the integrity and the accuracy of our business records and will not make improper use of information nor disclose confidential information (ours or others) without authorisation or where we are required by law.
- Not misuse prescription or illicit drugs or consume alcohol where it affects our work performance, public relations, safety or where it breaches the law.
- As Wheatbelt NRM personnel we will not engage in conduct that is likely to bring discredit upon the organisation.
- Respect the rights and interests of Native Title holders and traditional groups to

protect and promote Aboriginal history and culture.

- Act in compliance with the law and Wheatbelt NRM policies and procedures.

4. Responsible Officers

- 4.1 The Board is responsible for the approval and publication of this Policy, including the approval of any subsequent changes.
- 4.2 The Audit Committee is responsible for reviewing this Policy and ensuring the scheduled review of this Policy.
- 4.3 The Chief Executive Officer is responsible for the operational compliance of the organisation to this Policy.
- 4.4 The Chairperson is responsible for the Board of Directors compliance with the Code of Conduct

5. Approval

This Policy was approved by the Board on the 30 April 2019.

Debra Rule
Chairperson
Board of Directors
Wheatbelt Natural Resource Management Incorporated