



Healesville Community Renewable Energy Inc

Value02 - Code of Ethics Policy

Policy Id	Value02	Version	1.0
Policy Type	Value	Subject	Code of Ethics
Approved	November 2020	Scheduled review	November 2023

1 Introduction

The ethical climate of an organisation is an essential element in establishing its credibility and furthering its mission. A **code of ethics** outlines the **ethical** principles that govern decisions and behaviour at an organization. They give general outlines of how members should behave.

An organisation's ethical position is represented both by the organisation's policies and by its Code of Ethics. Healesville CoRE is committed to ethical conduct in providing the best possible service to the community.

2 Purpose

The purpose of this policy is to identify Healesville CoRE's position on ethical and proper practice and to document the standards expected in providing a service to the community. This policy provides Healesville CoRE office bearers guidelines on the organisation business ethics and the high standard of behaviour that should be observed.

3 Code of Ethics

Note that our code of ethics is slightly different from our code of conduct. Our code of professional ethics refers to legally or morally charged issues. Our code of conduct represents a framework to guide conduct in performance of duties. These two codes do support each other and may overlap.

Healesville CoRE has a business code of ethics based on common principles of ethics:

- **Respect for others.** Treat people as you want to be treated.
- **Integrity and honesty.** Tell the truth and avoid any wrongdoing to the best of your ability.
- **Justice.** Make sure you're objective and fair and don't disadvantage others.
- **Lawfulness.** Know and follow the law – always.
- **Competence and accountability.** Work hard and be responsible for your work.
- **Teamwork.** Collaborate and ask for help

4 Policy

4.1 Respect for others

It's mandatory to respect everyone you interact with. Be kind, polite and understanding. You must respect the personal space, opinions and privacy of others. Any kind of violence is strictly prohibited. You must not harass or victimize others.

4.2 Integrity and honesty

Always keep in mind Healesville CoRE's mission. All members must work together to achieve specific outcomes. Every member's behaviour should contribute to Healesville CoRE goals, whether financial or organizational.

Be honest and transparent when acting in ways that impact other people and the community. Healesville CoRE does not tolerate malicious, deceitful or petty conduct.

Ensure that stakeholders are provided with an accurate and balanced view of the organisation's performance, including both financial and community provision.

4.2.1 Conflict of interest

Conflicts of Interest arises in circumstances where a decision maker's topic discussion and decision is influenced, or can be seen to be influenced, by a private interest. A member must declare any conflict of interest as soon as the member becomes aware of that.

4.3 Justice

Don't act in a way that exploits others, their hard work or their mistakes. Give everyone equal opportunity and speak up when someone else doesn't.

Be objective when making decisions that can impact other people. Be sure that you can justify any decision with written records or examples.

4.4 Lawfulness

You are obliged to follow all laws which apply to our organization.

When preparing contracts, clauses, disclaimers or online copy that may be governed by law (such as consent forms), this must be approved and authorised by the Central Committee before distributing to the public community. The Central Committee may decide that verification from legal counsel must be obtained.

Always observe Healesville CoRE Confidentiality Policy (Communications01). Do not expose, disclose or endanger any confidential information of community members, community businesses, Healesville CoRE members or any business or organisation that Healesville CoRE is working with in partnership or in contract.

Following laws regarding fraud, bribery, corruption and any kind of assault is a given. Avoid doing business with organizations that perform unlawful activities.

4.5 Competence and accountability

We all need to put a healthy amount of effort into our work. We are contributing our time as volunteers and, whilst we are not expected to prioritise Healesville CoRE work above our everyday professional or personal tasks, it is important to communicate the delivery time of any activity being performed. All are responsible for the organization's success and unmet expectations of delivery affects colleagues. This might hinder other people's work or cause them to shoulder the burden themselves. This comes in direct conflict with our respect and integrity principles.

Take responsibility for your own actions. Anyone may make mistakes or need to make tough decisions and it's important to own up to them. All are working as volunteers and there is no penalty to make an error and acknowledge the error.

Be diligent, attend scheduled meetings and devote sufficient time in preparation for meetings to allow for full and appropriate participation in the meeting decision-making.

4.6 Teamwork

Working well with others is a virtue, rather than an obligation. Members often work autonomously and are focused on their own projects and responsibilities. However, members should also be ready to collaborate with and help others.

Be generous with expertise and knowledge. Be open to learning and evolving. If days go by without consulting or brainstorming with anyone, opportunities for excellence may be missed. Instead, work with others and don't hesitate to ask for help when needed.

Carry out meetings in such a manner as to ensure fair and full participation of all meeting attendees.

5 Related Documents

Communications01 - Confidentiality

Governance07 - Transparency and Accountability

Governance09 - Conflict of Interest

Governance11 - Code of Conduct

Person01 - Child Safe Policy

Person03 - Bullying

Person04 - Sexual Harassment