



Healesville Community Renewable Energy Inc

Governance11 – Code of Conduct

Policy Id	Governance11	Version	02
Policy Type	Governance	Subject	Code of Conduct
Approved	June 2025	Scheduled review	June 2028

1 Introduction

Healesville CoRE is a community organisation that recognises freedom of expression and open communication, and expects its team to follow this code of conduct.

2 Purpose

The purpose of this policy is to describe principles of organisation conduct and to provide guidance in ethical decision making. Sections of this policy reference matters for which specific policies exist; this is because the Code of Conduct policy encompasses standards of behaviour set forth in other Healesville CoRE policies.

However, the Code of Conduct cannot cover every possible situation. Instead, it represents a broad framework that will help guide conduct and behaviour in the performance of duties and interactions in the organisation.

3 Code of Conduct

Healesville CoRE encourages equity and inclusiveness throughout the organisation and does not condone discrimination due to age, gender, cultural background and people with a disability or any other difference.

Healesville CoRE members should at all times conduct themselves in a manner that respects and gives fair consideration to diverse and opposing viewpoints.

Healesville CoRE members should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work. They should at all times conduct themselves in a manner that demonstrates good faith, prudent judgement, honesty, transparency.

Healesville CoRE promotes the safety and well-being of children and young people.

Healesville CoRE members are expected to act honestly and in the best interests of the organisation as a whole and not to represent individual constituents or groups.

Healesville CoRE members must comply with all environmental, safety and fair dealing laws and protect the organisation's legality.

Healesville CoRE members must be ethical and responsible when dealing with the organisation's finances, activities, partnerships and public image.

The Central Committee encourages mentoring throughout the organisation.

Healesville CoRE members are expected to disclose actual and potential conflicts of interest.

Healesville CoRE members must protect confidential information and only use such information when it is required for work purposes. Confidential information must not be used for any unofficial or non-work purposes and should only be released if authorised to do so.

Healesville CoRE members must respect the privacy of any colleague or other member.

Healesville CoRE members must not introduce politically motivated deliberation or proposed activities into the organisation where the political slant is a personal opinion that may offend or discriminate against other members who have an alternate opinion.

Healesville CoRE members must not make promises, commitments, or expectations that they or Healesville CoRE cannot keep.

Gifts or benefits of any kind must not be given or received by a Healesville CoRE member or their immediate family, when it might be perceived that an obligation is created, or a favour is expected.

Payments to or from any Healesville CoRE member or representative, which would be in violation of any law, are prohibited.

All Healesville CoRE members must ensure that public comments (either verbal or written) made in a private capacity are not attributed as official comment from Healesville CoRE, unless this has been authorised by the Central Committee or the Media Manager.

Whistleblowing is the reporting by a Healesville CoRE member to any Central Committee member, that there has been any incident of unethical conduct or violation of the Code of Conduct. Unethical Conduct includes any serious act or omission which is contrary to Healesville CoRE's policies or operating procedures. Good faith is when the Central Committee has reasonable and genuine belief that the unethical conduct has occurred or is occurring and is not being reported for personal gain or with an improper motive. The Central Committee is responsible for jointly leading all internal investigations into real or suspected unethical conduct or violation, and agreeing on a suitable resolution action. Any reprisal or attempted reprisal against a member who makes a report in accordance with the Code is considered to be in breach of the Code of Conduct.

The Code does not supersede other policies that Healesville CoRE has in place.

4 Related Documents

Communications06 - Media Relations

Governance09 - Conflict of Interest

Management01 – Central Committee Structure

Management04 – Central Committee Induction

Person01 – Child Safe Policy

Person03 - Bullying

Person04 - Sexual harassment