

**FLEURIEU COMMUNITY FOUNDATION LTD**

**Guidelines Title: Ethical Conduct**

<b>Date of Adoption</b>	28 September 2012
<b>Dates Reviewed</b>	30 June 2017
<b>Date of Next Review</b>	30 June 2019

**1. PURPOSE:**

To identify the Fleurieu Community Foundation (FCF) ethical position and code of conduct in providing philanthropic services to the community of the Fleurieu region.

**2. BACKGROUND:**

These guidelines have been developed to provide an ethical framework that applies to all Board members and staff of the Fleurieu Community Foundation.

The Board and staff of the FCF have a legal and moral responsibility to ensure that the organisation functions in the best interests of the Fleurieu community it serves. In so doing, Board and staff members will demonstrate the highest possible standards of professional and ethical behaviour at all times in their;

- Responsibilities to the organisation,
- Relationships with each other, and
- Responsibilities and service provision to the community

**3. PRINCIPLES:**

The FCF is committed to the highest possible standards of ethical conduct. FCF Board members and staff will act with efficiency and integrity and ensure that their duty to the public and the organisation will always have priority over their private interests.

Board members and staff will also ensure that the FCF functions with the highest possible levels of accountability and transparency at all times.

**4. DEFINITIONS:**

- *Board* – means the Board of Directors of the Fleurieu Community Foundation Inc.
- *Staff* – means the paid staff of the FCF (including permanent, casual and contract employees) as well as volunteers assisting the organisation.

**5. GUIDELINE DETAILS:**

**5.1. Board of Directors Code of Conduct**

Directors of the Board shall:

- Be diligent, attend Board meetings and devote sufficient time to preparation for meetings to allow for full and appropriate participation in the Board's decision-making.
- Observe confidentiality relating to non-public information acquired by them in their role as Board Members and not disclose such information to any other person.
- Meet regularly to monitor the performance of management and the organisation as a whole. To do this the Board will ensure that appropriate monitoring and reporting systems are in place and that these are maintained and utilised to provide accurate and timely information to the Board.
- Ensure there is an appropriate separation of duties and responsibilities between itself and senior management and that no individual has unfettered powers of decision-making.
- Ensure that the independent views of Board members are given due consideration and weight.
- Ensure that stakeholders are provided with an accurate and balanced view of the organisation's performance, including both financial and service provision.

- Regularly review its own performance as the basis for its own development and quality assurance. Individual Board Members should also review their own performance with a view to ensuring a suitable contribution to Board deliberations and decision-making and, if found lacking, should either pursue training or assistance to improve their performance, or resign.
- Carry out its meetings in such a manner as to ensure fair and full participation of all Board members.
- Ensure that the organisation's assets are protected via a suitable risk management strategy.
- Ensure that personal and financial interests do not conflict with the duty to the organisation.

In summary, the directors of the FCF Board have an obligation, at all times, to comply with the spirit, as well as the letter, of the law and the principles of this code of conduct.

## **5.2 FCF Staff Code of Conduct**

*Staff of the FCF shall:*

- Act honestly and in good faith at all times in the interests of the organisation and ensure that all stakeholders – Board members, colleagues and members of the public - are treated with courtesy, respect and fairly according to their rights.
- Recognise their moral and legal responsibilities and carry out their duties in an ethical and lawful manner and ensure that FCF business is conducted with integrity and in accordance with the law.
- Maintain confidentiality of information gained through their work and not divulge personal information (i.e. the address or private phone numbers of Board members, staff members and service users) in accordance with *FCF Privacy Policy*.
- Ensure that all transactions, agreements and records that flow from relationships with FCF stakeholders will be accurately recorded in FCF information management systems and no entries will be made which obscure the true nature of a transaction.
- Ensure that personal and financial interests do not conflict with duty to the organisation – i.e. staff shall not undertake personal or business activities for private gain while conducting FCF business.
- Act in a safe, responsible and effective manner and observe safe work practices so as not to endanger themselves, their colleagues or members of the public and shall respect and safeguard the property of the organisation.
- Perform their duties as best they can, in accordance with the terms and conditions of their engagement with the FCF.

In summary, staff will work in accordance with FCF guidelines and procedures and, if they have any doubts or concerns, shall discuss the issues with either the EO the Chairperson, Executive Team, Board members or other staff to determine appropriate actions and outcomes.

### **RESPONSIBILITY:**

All Board members and staff are responsible for adhering to this code of conduct.