

## Staff Code of Conduct<sup>1</sup>

APWLD is an organisation that promotes its values and visions, and by extension, it is expected that staff shall adhere to those values in all manners of conduct.

### Principles

The staff of APWLD have a legal and moral responsibility to undertake their duties in the best interests of the network or constituency it works with. Staff will demonstrate professional ethical behaviour at all times – in their responsibilities to the organisation, in their professional relationships with each other, and in their professional service to the community – and will be required to adhere to this code of conduct.

APWLD staff and members representing the organisation should do so positively and objectively and act respectfully towards other women's and other organisations and networks.

### Staff shall:

- Publicly and privately support the organisation and each other, acknowledging the strengths and weaknesses of others and acting with courtesy and respect.
- Act honestly and in good faith at all times in the interests of the organisation and objects, ensuring that all stakeholders, particularly those who are recipients of services, are treated fairly according to their rights.
- Perform their duties as best they can, taking into account their skills, experience, qualifications and position. They shall act in a safe, responsible and effective manner.
- Be punctual and reliable in their attendance and adhere to their prescribed and authorised hours of duty.
- Comply with the prescribed terms and conditions of their employment/engagement.
- Record their attendance for duty in the manner prescribed.
- Notify the organisation of any inability to attend duty as early as possible so as not to inconvenience others or delay the work of the organisation.
- Carry out their duties in a lawful manner and ensure the organisation carries out its business in accordance with the law, and recognise both legal and moral duties of their role.
- Respect and safeguard the property of the organisation, the public and colleagues; and observe healthy and safe work practices so as not to endanger themselves or others. [Refer to **Occupational Health and Safety Policy** (Annex D) for more information.]
- Maintain confidentiality regarding any information gained through their work and not divulge personal information or the address or phone numbers of Staff, Board or service providers.

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<sup>1</sup> APWLD's Operation Manual, Chapter 6.1.

- Ensure that all transactions, agreements and records that flow from relationships with APWLD's stakeholders will be accurately and openly recorded in the organisation's books and records, and no entries will be made which obscure the true nature of a transaction.
- Ensure that APWLD will conduct its business with integrity and accuracy.
- Ensure that personal and financial interests do not conflict with the duty to the organisation.
- Undertake no personal or business activities for personal gain while at the organisation or while conducting business of the organisation: procedures associated with such activities will not be carried out on the organisation's computers without open and express permission of the Regional Coordinator.
- Work within the organisation's policies and principles.
- Discuss issues where appropriate with other staff, the Regional Coordinator and the P&M to determine whether or not a contemplated action is ethical.