



# Code of Conduct

<b>Summary</b>	The Code of Conduct governs our actions whilst engaged with NUAA's operations and business
<b>Applies to</b>	Whole of Organisation
<b>Policy Status</b>	Approved by BoG

Policy Review		
Frequency	Responsible Officer	Authorisation
3 years	CEO	Board of Directors
Version tracking		
Review	Date Authorised	Next Review Due
1	08 06 2022	08 06 2025
2		
3		

Policy context	
Legislation, clinical guidelines or other requirements	<ul style="list-style-type: none"> <li>• Fair Work Act 2009</li> <li>• Fair Work Regulations 2009</li> <li>• Fair Work (Registered Organisations) Act 2009</li> <li>• Fair Work (Transitional Provisions and Consequential Amendments) Act 2009</li> <li>• Fair Work (State Referral and Consequential and Other Amendments) Act 2009</li> <li>• Fair Work Amendment (State Referrals and Other Measures) Act 2009</li> <li>• Fair Work Amendment (Protecting Vulnerable Workers) Act 2017</li> <li>• Fair Work amendment (Corrupting Benefits) Act 2017</li> <li>• Fair Work Amendment (Family and Domestic Violence Leave) Act 2018</li> <li>• Associations Incorporation Act 2009</li> <li>• Associations Incorporation Regulation 2016</li> </ul>
Contractual obligations	<ul style="list-style-type: none"> <li>• NSW Ministry of Health</li> <li>• Other funding bodies</li> </ul>
Supporting documents	<ul style="list-style-type: none"> <li>• NUAA Enterprise Agreement</li> <li>• Human Resources Policy</li> <li>• Workplace Health and Safety Policy</li> <li>• Grievance Policy</li> <li>• The Constitution of the NSW Users and AIDS Association</li> <li>• Discrimination, Bullying and Harassment Prevention Policy</li> <li>• Service User Policy</li> </ul>

## PURPOSE

The purpose of NUAA's Code of Conduct is to foster and maintain the trust and confidence held by NUAA's community (including staff, volunteers, Board of Governance, members, the drug using [lived and living] constituency and the wider community including funding bodies and external stakeholders) through open and transparent standards. The Code of Conduct aims to ensure the highest standards of integrity and professionalism are performed by NUAA employees, Board of Governance and volunteers.

The Code of Conduct sets out the following principles:

1. Organisational integrity
2. Accountability
3. Diversity

NUAA's mission is "to advance the health, human rights and dignity of people who use drugs illicitly in NSW." The principles outlined in this Code of Conduct have been developed with respect to this mission and support NUAA staff and volunteers to commit to fulfil it in the best way possible.

## SCOPE

This policy applies to the whole of organisation and covers the behaviour of NUAA staff and volunteers.

## DEFINITIONS

**Conduct:** the manner in which a person behaves, especially while performing roles as directed by the organisation.

## ROLES AND RESPONSIBILITIES

Position	Responsibility
NUAA Board of Directors	<ul style="list-style-type: none"><li>• Endorse this policy as being broadly in line with organisational aims and operational objectives.</li><li>• Comply with this policy and be informed of its purpose and application.</li></ul>
NUAA Executive	<ul style="list-style-type: none"><li>• Comply with this policy and ensure that staff and volunteers are informed of its purpose and application.</li></ul>

	<ul style="list-style-type: none"> <li>• Undertake reasonable measures to empower all employees/staff to comply with this policy.</li> </ul>
NUAA Policy Committee	<ul style="list-style-type: none"> <li>• Ensure that this policy is maintained and reviewed.</li> </ul>
NUAA Leads	<ul style="list-style-type: none"> <li>• Comply with this policy and inform staff and volunteers of its purpose and application.</li> <li>• Undertake reasonable measures to empower all reporting staff to comply with this policy/procedure.</li> <li>• Ensure all staff and volunteers are made aware of and trained in the practical application of this Code.</li> </ul>
NUAA Employees	<ul style="list-style-type: none"> <li>• Comply with this policy ensure that they understand its purpose and application.</li> <li>• Support staff and volunteers to understand and comply with this Policy</li> <li>• Provide feedback on the policy as required</li> </ul>
NUAA Volunteers	<ul style="list-style-type: none"> <li>• Comply with this policy ensure that they understand its purpose and application.</li> <li>• Support fellow volunteers to comply with the policy</li> <li>• Advise NUAA personnel where serious breaches occur</li> </ul>
NUAA Associates	<ul style="list-style-type: none"> <li>• Comply with this policy as applicable</li> </ul>

## **POLICY DETAIL**

The NUAA Code of Conduct is a self-regulatory organisational Code and applies to all NUAA employees, the Board of Governance and volunteers. The Code represents the active commitment of the organisation to conduct activities with integrity and accountability.

All NUAA employees and volunteers must abide by and sign the Code of Conduct.

## **Application**

The Code of Conduct is an ongoing and active commitment by NUAA employees and volunteers to best practice. All employees and volunteers at NUAA aim to build trusting relationships with the community of people who use or have used drugs and other stakeholders through application of this Code in order to meet program standards which:

- give priority to the needs and interests of the community
- encourage resilience and personal agency
- involve NUAA's community to the maximum extent possible in the design, implementation and evaluation of projects and programs

- respect and foster human rights, both socio-economic and civil-political, for people who use drugs

### **Policy and Legal Context**

We agree at all times while working or volunteering to operate within existing NUAA policies. We will not as individuals, while working or volunteering for NUAA, knowingly engage in behaviour that puts the organisation at risk.

### **Monitoring**

Monitoring compliance to the Code of Conduct is done in accordance with NUAA Human Resource Policies and the complaints process.

### **Organisational Integrity**

- a) In all of its interactions and particularly its communications to the public, NUAA volunteers and staff will treat community members with respect.
- b) We respect the diversity, personal integrity and choices of all community members. Employees and volunteers will not discriminate against any person for any reason.
- c) We value NUAA's position as a charitable organisation and aspire to give back to the community
- d) We will not use our positions within NUAA for financial gain. Any payments or gifts we receive will be declared and returned to the organisation
- e) We will not publicly denigrate or make false or misleading statements about NUAA, NUAA staff, Board of Governance, or volunteers. This includes any comment via email, social media or within public forums including formal and informal meetings with external agencies.
- f) We will not engage in or tolerate any form of intimidation, bullying or harassment.

### **Accountability**

- a) NUAA's work and programs remain accountable foremost to its membership and communities of people who use drugs.
- b) NUAA employees and volunteers will:
  - Diligently carry out our responsibilities, openly and honestly.

- Take reasonable steps to ensure fair delegation and delivery of duties.
- Perform our duties to the best of our abilities.
- Work safely in our environments and promote our own well-being and the well-being of the people we work with.
- Maintain NUAA's public reputation and NUAA's reputation within the community
- Ensure transparent and fair decision making
- Work within an evidence-based framework

### **Diversity**

a) NUAA is committed to fostering an organisation that represents the diversity of our peers and communities. This includes diversity in:

- Gender; age; language; ethnicity; cultural background; disability; sexual orientation; religious beliefs; family; level of education; life experience including drug use experience; work experience; socio-economic background; mental health and; marital status.

b) We value inclusiveness and will foster an inclusive and diverse workplace, recognising the value of diversity in:

- Increasing innovation
- Improving services to clients and reach to the community of people who use drugs
- Improving Employee and volunteer retention and satisfaction
- Increasing credibility within our community

### **OUTCOMES**

Adherence to the Code of Conduct ensures the behaviour of NUAA staff, Board of Governance, volunteers and contractors reflects our organisational values.

Signatory

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witness

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_