



Code of Conduct

RESPONSIBLE OFFICER	Chief Executive Officer; Board of Governance.
APPLICATION	This policy applies to all NUAA employed staff as well as volunteers, including the Board of Governance
AUTHORISATION	Chief Executive Officer; Board of Governance.
EFFECTIVE DATE	January 2012
MODIFICATIONS	November 2008 December 2011
REVIEW	Review conducted by Corporate Services , Chief Executive Officer and Board of Governance by February 2014.
ASSOCIATED DOCUMENTS	Enterprise Agreement
DOCUMENT NUMBER	
FILE PATH	



CONTENTS

1. Introduction and Preamble
2. Principles
3. Complaints and Compliance
4. Amending the NUAA Code of Conduct

1. INTRODUCTION AND PREAMBLE

Introduction

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

The Code aims to enhance standards of NUAA programs to ensure that peer and community confidence is maintained.

As all NUAA employees and volunteers must be compliant signatories to the Code of Conduct, the Code will always be reviewed with adequate consultation.

The Code of Conduct sets out principles:

1. Organisational integrity
2. Accountability
3. Diversity
4. Personnel and Management Practice

1. Preamble

Purpose

The purpose of NUAA's Code of Conduct is to foster and maintain the trust and confidence held by NUAA's members, peers, funding body and drug using community. The Code of Conduct aims to do this by ensuring the integrity and professionalism of NUAA's work by all employed staff and volunteers.

As workers for NSW's only peer based drug user organisation, it is NUAA's responsibility to make a commitment to an appropriate standard of organisational work and performance. The Code of Conduct does this by identifying principles to guide NUAA's work and contribute to an open and honest relationship with NUAA's stakeholders and drug using community.



Application

The Code of Conduct is not just a set of written standards, it is an ongoing and active commitment by NUAA employees and volunteers to good practice. The scope and implementation of the Code is regularly reviewed by the Board of Governance.

All employees and volunteers at NUAA aim to build creative and trusting relationships with NUAA's peers and drug using community through application of this Code in order to meet program standards which:

- give priority to the needs and interests of the people who use drugs;
- encourage self help and self-reliance
- involvement of 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 Context

NUAA is required to meet a range of state and federal legal obligations which are presumed in this Code. These obligations may include corporation's laws, rules of incorporation of associations, privacy legislation, equal employment opportunity principles, and occupational health and safety standards, anti-discrimination legislation, intellectual property and copyright legislation and other codes of ethics.

Monitoring

The Board of Governance monitors adherence to the Code and investigates complaints which may be brought by any member of the public. The Code sets out a clear process through which complaints are followed up and resolved.

2. PRINCIPLES

2. Principles

NUAA's mission statement is "to advance the rights and dignity of people who use drugs illicitly, particularly those who inject drugs." The principles outlined in this Code of Conduct have been developed with respect to this mission, and ensure that NUAA staff and volunteers commit to fulfilling it in the best way possible.



Organisational Integrity

- a) In all of its activities and particularly its communications to the public, NUAA volunteers and staff will accord due respect to the dignity, values, history, religion, and culture of people who use drugs.
- b) NUAA will continue to value its operation as a not-for-profit organisation.
- c) NUAA will oppose and not be a willing party to wrongdoing, corruption, bribery, or other financial impropriety in any of its activities. It shall take prompt and firm corrective action whenever and wherever wrongdoing is found among its Board of Governance, paid staff, contractors, volunteers and partner organisations.
- d) NUAA will have a policy to enable staff confidentially to bring to the attention of the Board of Governance evidence of misconduct on the part of anyone associated with the organisation. All reports must be made to the Chief Executive Officer unless it is an issue concerning the Chief Executive Officer which should be taken directly with the Board of Governance.
- e) NUAA will conduct itself in ways that do not denigrate other agencies, or make misleading or false public statements regarding other agencies.
- f) NUAA will have policies and procedures to promote the safety and well being of all staff, volunteers and visitors in the workplace, including children.
- g) Funds and other resources designated for the purposes of programs or projects will be used only for those purposes.

Accountability

- a) NUAA's work and programs remain accountable foremost to its membership and drug using communities.
- b) NUAA employees and volunteers respect one another and are committed to:
 - Carrying out responsibilities openly and honestly
 - Taking reasonable steps to ensure fair delegation and delivery of duties, including the provision of adequate time and resources
 - Not make comment, issue, authorise, offer or endorse any public criticism or statement having or designed to have an effect prejudicial to the best interests of NUAA.
 - Ensuring personal use of alcohol and other drugs does not affect the performance of duties or the safety and well-being of others
 - Transparent and fair decision making
 - Putting the needs of NUAA before their own needs
 - Representing the organisation externally, with proper consent from a manager, in a manner consistent with NUAA's programs, policies and positions.



- a) Program and funding proposals and agreements will be truthful, will accurately represent NUAA's identity, purpose, and needs and will only make claims which the Organisation can fulfill. There will be no material omissions or exaggerations of fact, no use of misleading photographs, nor any other communication which would tend to create a false impression or misunderstanding.
- b) NUAA will bear responsibility for programs and activities conducted in partnership with other organisations, and agreements and Memoranda of Understanding will be developed to ensure program accountability and integrity.

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
 - sexual orientation
 - religious belief
 - family
 - responsibilities
 - levels of education
 - life experience including drug use experience
 - work experience
 - socio economic background
 - personality
 - marital status
- b) NUAA employees and volunteers value inclusiveness. NUAA employees and volunteers will foster an inclusive and diverse workplace, recognizing its value to:
 - Increase innovation
 - Improve services to clients
 - Employee sustainability
 - Credibility within our community
- c) NUAA is committed to making the organisation free from all forms of discrimination, intimidation or harassment, including sexual harassment. Discrimination includes attitudes and/or behaviours that do not reflect a commitment to Equal Opportunity Employment (EEO) or the broader values of NUAA.



Personnel and Management Practice

- (a) NUAA will seek to achieve best practice in its personnel policies in response to initiatives in the sector and to changes in working and legal environments.
- (b) NUAA's expectations of its employees' and volunteers' professional conduct shall be clearly communicated and consistent with the requirements of the NUAA Code of Conduct.
 - a. NUAA will seek to achieve best practice in its personnel policies in response to initiatives in the sector and to changes in working and legal environments.
 - b. NUAA's expectations of its employees' and volunteers' professional conduct shall be clearly communicated and consistent with the requirements of the NUAA Code of Conduct.
 - c. NUAA is committed to continuous improvement in its management practice including the provision of regular opportunity to employees for training and professional development.

3. COMPLAINTS AND COMPLIANCE

- (a) Complaints made against an employee or volunteer of the organisation must be made in writing to the Chief Executive Officer, or if regarding the General Manager to the Board of Governance, and must be made relative to the Code and the principle/s where there is the alleged breach.
- (b) Complaints will be investigated by the General Manager and Board of Governance according to the Grievance Policy and Procedure.
- (c) In the event of a complaint being brought against an individual under the terms of this Code, confidentiality and cooperation will be respected over the duration of the process. Failure to cooperate will constitute a breach of the Code.



4. AMENDING THE NUAA CODE OF CONDUCT

FILE REFERENCE	G:\Policy\Organisational Policies and Procedures\C Working Environment\Code of Conduct\CODE OF CONDUCTdec 2011.doc
DATE APPROVED	January 2012
DATE OF LAST REVIEW	November 2008 December 2011
DUE DATE OF NEXT REVIEW	February 2014

The NUAA Code of Conduct may only be amended with ratification by the Board of Governance.

Staff Member

Witness

Name: _____

Name: _____

Signed: _____

Signed: _____

Date: _____

Date: _____