



THE PKKP ABORIGINAL
CORPORATION RNTBC
ICN 7630

PKKP Aboriginal Corporation RNTBC

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PKKP Aboriginal Corporation RNTBC

Code of Conduct

1. INTRODUCTION

PKKP Aboriginal Corporation RNTBC (**PKKPAC**) is committed to good corporate and cultural governance. Good governance will help PKKPAC achieve its objects and what's best for the PKKP community.

This Code of Conduct (**Code**) is the formal document which sets out the standards of behaviour which are expected by PKKPAC and what may happen if a person does not act as expected.

2. COMPLYING WITH THE CODE

The Code applies to all directors, committee members, members and staff of PKKPAC.

You must follow this Code at all times when you are undertaking PKKPAC business, including at work, during meetings or events. PKKPAC directors are the legal representatives 24/7 and are always expected to follow the standards of behaviour set out in this Code.

3. STANDARDS OF BEHAVIOUR

The agreed standards of behaviour are attached as **Annexure A** to this Code.

Additional standards of behaviour for directors of PKKPAC are attached as **Annexure B** to this Code.

4. APPROVAL AND AMENDMENTS TO THE CODE

The Code has been approved by a resolution of the PKKPAC Board and can only be amended by a subsequent resolution of the PKKPAC Board.

Please speak to the PKKPAC CEO or Chairperson if you have any questions regarding this Code or if you are unsure of how you should act in a certain situation.

5. MANAGING BREACHES

Breaches at Meetings

If a person breaches the Code at a meeting, the Chairperson of the meeting must give that person a warning(s) and, if the behaviour continues, remove that person from the meeting.

Internal Assessment

All complaints that the Code has not been followed will be assessed by an internal representative of PKK PAC as a first step. This may be the CEO or another person chosen by the CEO.

A person who is assessing a potential breach should use the PKK PAC's Conduct Review Form.

A person who is the subject of an assessment will be notified of the nature of their alleged breach of the Code and will be given an opportunity to respond.

Formal Investigation (If necessary)

A formal investigation may be necessary in some situations. For example:

- ✓ Where the alleged conduct is of a very complex or serious nature
- ✓ Where conflicts of interest prevent an internal person undertaking an unbiased assessment.

A formal investigation will be conducted by an external investigator. The investigator will be appointed to gather information and documentation regarding the conduct, provide an opinion whether a breach of the Code has occurred and, if it is found that a breach did occur, provide an opinion on the appropriate disciplinary action.

A person who is the subject of an investigation will be notified of the nature of their alleged breach of the Code and will be given an opportunity to be interviewed or to provide a written statement. During an interview, a person will be entitled to have a non-legal support person present.

The investigator will:

1. Uncover the facts.
2. Conduct a thorough inquiry, considering all relevant facts and following all valid leads, to come to an independent assessment.

3. Reach an objective conclusion as to whether a breach has occurred, regardless of the status or position of the person under investigation, the opinion of others or pressure to make a specific finding.

Consequences of a Breach of the Code

Disciplinary action may be taken against you if it is found that you breached the Code. The type of disciplinary action will depend upon the nature of the breach.

As a non-exclusive guide, if it is found that you have breached this Code, the following steps may possibly be taken:

Suspension of payments or sitting fees <input type="checkbox"/>	Formal Warning <input type="checkbox"/>
Requirement to attend specified training <input type="checkbox"/>	Request to step down from position <input type="checkbox"/>
Termination of employment <input type="checkbox"/>	Formal removal procedures <input type="checkbox"/>

6. PRINCIPLES OF MANAGING BREACHES

Throughout any stage of an assessment or investigation into a person's conduct, the following principles will apply:

- ✓ Procedural fairness and respect will be afforded to all parties. This means that the process will be fair and transparent for all parties.
- ✓ Confidentiality and privacy of all parties will be respected.
- ✓ Decisions will be made in a culturally sensitive and appropriate manner.
- ✓ Timely decisions will be made and communicated.
- ✓ Investigations will be fair and impartial.
- ✓ The best interests of the PKKP community will be considered.

DECLARATION

PKKP ABORIGINAL CORPORATION RNTBC CODE OF CONDUCT

I,

(name in full)

(position)

acknowledge that I have received a copy of the Code of Conduct and agree to abide its terms. I further acknowledge that disciplinary action may be taken against me should I breach this Code of Conduct.

Signed _____ Date _____

Standards of Behaviour

The following standards of behaviour apply to all directors, committee members, members and staff of PKK PAC.

BEHAVIOUR AT MEETINGS & EVENTS

- **Behave respectfully**
 - ✓ Switch off or put on silent all mobile phones.
 - ✓ Respect the facilitator as the person who is in charge of the meeting.
 - ✓ Treat others fairly and with respect, which includes:
 - Listening to others and letting them have their say; and
 - No interruptions or personal attacks on others.

- **Keep to meeting business**
 - ✓ Keep to the agenda.
 - ✓ New business is only discussed during “Any other business”.
 - ✗ Do not raise personal matters which are not the proper business of meeting.

- **No fighting or bullying**
 - ✗ Do not fight while you are at meetings or events.
 - ✗ Do not bully others while you are at meetings or events. This includes being abusive, threatening or intimidating.

- **No drugs or alcohol**
 - ✗ Drugs and alcohol are not to be brought into the meeting and intoxicated people are not allowed to participate in the meeting.

- **Confidentiality**
 - ✓ Keep information discussed at meetings confidential. Only share information with other PKK P people who are entitled to the information.
 - ✗ Do not share information with other non- PKK P people or on social media.

- **Travel allowance**
 - ✓ Only claim travel allowance when it is necessary for attending a meeting or event.
 - ✗ Do not accept travel allowance and then fail to attend the meeting or leave the meeting early.

HONESTY AND INTEGRITY

- **Reputation**
 - ✓ Be honest and trustworthy.
 - * Do not act in a way that lowers the PKKP community's reputation.
- **Do not use position improperly**
 - * Do not use your position to obtain a private benefit for yourself, your family or friends.
- **Fair dealing**
 - ✓ Be honest and fair in dealings with others.
 - ✓ Provide and select opportunities on the basis of merit.
- **Privacy**
 - ✓ Respect the privacy of others.
 - * Do not access personal information about someone unless it is necessary for your work and you have permission to do so.

RESPECT FOR OTHERS

- **No discrimination or harassment**
 - ✓ Treat others fairly with proper regard for their rights and dignity.
 - * Do not bully or fight with others.
 - * Do not discriminate, victimise or harass a person based on their race, colour, religion, national origin, gender, age, marital status, disability, sexual orientation, pregnancy or any other matter that is not relevant to that person's competence or performance.
- **Behave professionally**
 - ✓ Be polite, listen and respect someone else's point of view.
 - * Do not swear.
 - * Do not allow personal relationships or views to impact your professional conduct.

RESPECT FOR PROPERTY

- **Keep information confidential**
 - ✓ Take care with information that is confidential.
 - * Do not share confidential information with anyone unless you are authorised to do so.
 - * Do not speak to the newspapers, television or other reporters about PKKPAC business unless you are authorised to do so.
- **Take care of equipment and property**
 - ✓ Take good care of PKKPAC equipment and property.

- ✘ Do not use equipment or property for your own personal use, or allow family or friends to use equipment or property, unless you are authorised to do so.
- ✘ Do not sell, lend or donate equipment and property unless you are authorised to do so.
- **Spend money for proper business only**
 - ✓ Use money only for proper purposes which have been approved.
 - ✓ Keep records of all money used.
 - ✘ Do not spend PKKPAC money for your personal use or for your family or friends.
- **Computers and electronic devices**
 - ✓ Use computers and other electronic devices appropriately.
 - ✘ Do not share passwords with any person or use a password that is not yours.
 - ✘ Do not store or send inappropriate messages or pictures such as pornographic, illegal, racist or violent files.

HEALTHY AND SAFE ENVIRONMENT

- **Health and safety practices**
 - ✓ Follow health and safety work policies and practices.
 - ✓ Use any personal protective clothing and equipment that is provided.
 - ✓ Immediately report any hazards or workplace injuries.

COMPLY WITH THE LAW

- **Respect traditional laws and customs**
 - ✓ Respect all traditional laws and customs.
- **Comply with legal obligations**
 - ✓ Comply with all laws, policies, procedures, rules and contracts that apply to you.
 - ✓ Follow all lawful and reasonable directions.
 - ✘ Do not participate in illegal activity.
- **Training**
 - ✓ Go to governance training if required.
 - ✓ Go to training that increases your ability to fulfil your responsibilities and role with PKKPAC
 - ✓ Go to cross-cultural awareness training if required.
- **Report breaches**
 - ✓ Immediately report any breaches of law, ethical principles, policies and this Code to the CEO.

Office Holder Duties

The following “director’s duties” apply to all directors of PKK PAC.

- **Care and Diligence**

- ✓ Be prepared for meetings - read meeting papers and understand what decisions you are being asked to make.
- ✓ Ask questions and seek to understand the business which you are engaged in.
- ✗ Do not rely solely on other people’s views or opinions to guide what you do.

- **Good Faith**

- ✓ Always act in the best interests of PKK PAC.
- ✓ Be honest and loyal.
- ✗ Do not make decisions for your own personal benefit.

- **Do not disclose confidential information**

- ✓ Meeting agendas, papers, minutes and discussions are confidential. Do not provide these documents to any person who is not a PKK PAC director.
- ✓ What gets said in a meeting, stays in the meeting. Some decisions of the Board can be shared with PKK PAC members – the Board should agree on what information is public.
- ✗ Do not discuss confidential information outside meetings unless authorised to do so.

- **Do not misuse your position or information**

- ✗ Do not use information obtained as a result of your position, to gain a benefit for yourself or someone else.

- **Avoid conflicts of interest**

- ✓ Make decisions and act without bias or preference.
- ✓ Remove yourself from a meeting if you have a conflict of interest. Tell the CEO or Chairperson if you think that you have a conflict of interest.
- ✗ Do not act or make a decision based on your own self-interest.
- ✗ Do not accept or give gifts or entertainment if it means you cannot act without bias.

- **Do not trade whilst insolvent**

- ✓ Make sure that PKK PAC is financially viable, properly managed to protect and enhance the interests of members.
- ✓ Make sure that bills can be paid when they are due.
- ✗ Do not to take on new debts if you know that they cannot be paid when they are due.

Conduct Review Form

When to use this form?

You should use this form if you are assessing a person's conduct and considering whether it has breached the PKKPAC Code of Conduct.

The Conduct

Provide details of the conduct which you are reviewing.

Person(s) involved: _____

Details of conduct:

Evidence:

Assessment

Consider whether the conduct breached the Code of Conduct and any harm caused.

Section of the Code: _____

Assessor's view (Has there been a breach? How serious is the breach? What harm has been caused?)

Recommended consequences

Consider the consequences which you recommend as a result of the conduct.

Consider how serious the breach is and whether it is a first time or repeated breach.

Suspension of payments or sitting fees <input type="checkbox"/>	Formal Warning <input type="checkbox"/>
Requirement to attend specified training <input type="checkbox"/>	Request to step down from position <input type="checkbox"/>
Termination of employment <input type="checkbox"/>	Formal removal procedures <input type="checkbox"/>

Other: _____

Comments

Any additional comments you wish to make?

Completed by: _____
Date: _____
Signed: _____