

50-50 Foundation

Code of Conduct



Scope

This Code of Conduct applies to everyone who works at the 50-50 Foundation (the **Foundation**) including all employees, contractors and volunteers (**team members**). The Code of Conduct applies to all aspects of our work.

Aims

The Foundation's Code of Conduct (**Code**) is a set of guiding principles that team members are expected to follow consistently. The Code sets the standard for the way we work, and provides an overview of what's expected of each of us in our roles with the Foundation.

Core expectations of team members

The following principles set out the Foundation's fundamental conduct expectations of all team members. As a custodian of the Foundation's reputation, the following expectations apply to you.

- 1 **Engage respectfully** with fellow team members, customers, members of the public and other stakeholders of the Foundation. In particular, you must not discriminate against, harass or bully any person when you are at work or performing work duties, at work-related events or otherwise in connection with your work with the Foundation.
- 2 **Act with integrity** in performing your role and associating yourself with the Foundation. This includes treating people fairly and communicating honestly, as well as only holding yourself out to represent the Foundation while performing your duties for the Foundation (and not at other times).
- 3 **Maintain confidentiality** of information relating to the Foundation. This includes only using the Foundation's confidential information for the Foundation's purposes, and not publishing, disclosing or retaining confidential information unless expressly authorised by the Foundation's Board.
- 4 **Exercise discretion** in relation to your role. This includes not publicly talking about or representing the Foundation, its purpose, operations or its people unless expressly authorised by the Foundation's Board, whether through traditional or social media.
- 5 **Disclose any actual or possible conflicts of interest** you may have between your role with the Foundation and any other arrangement or interest. You must do this in writing, as soon as you become aware of the actual or possible conflict, to your supervisor or the Foundation's Board, and must work to manage the conflict before continuing in your role with the Foundation. Examples of possible conflicts include using Foundation information or resources for personal purposes, and outside work activities, noting that the Foundation recognises the rights of its team members to engage in activities outside of their roles at the Foundation that are unrelated to the Foundation's pursuits.
- 6 **Use equipment for Foundation purposes only**. This means you may only use Foundation equipment, such as tablet devices, for authorised tasks necessary to perform your role's function and in accordance with Foundation policies. You must not use any IT resource provided to you by the Foundation for private purposes (for example, browsing the internet or sending personal messages). You must not

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amend any device settings without permission. You must take reasonable care when using any Foundation equipment, and return the equipment as reasonably directed.

- 7 **Be responsible for your health and safety**, and the health and safety of your fellow team members by ensuring that all health and safety issues are reported in line with the Foundation's Health & Safety Policy. As part of this responsibility, you are required not to commence work or return to work (including voluntary work) with the Foundation while under the influence of alcohol or with the presence of drugs in your system, nor are you to consume alcohol or drugs while performing Foundation duties. Excessive alcohol consumption or consumption of any quantity of drugs while attending Foundation activities or a Foundation-related social event is not permitted. For the purposes of this requirement, "drugs" includes any drug prohibited by law in Australia, and any prescription medication not taken as prescribed.
- 8 **Comply with this Code, the law and the Foundation's policies.** Where the Foundation's expectations exceed what is required of you under the law, you are expected to meet that higher standard.

More information

If you have a query about this policy or need more information, please contact the Foundation at info@5050foundation.net.au.

Review details

This policy was adopted by the Foundation on 1 January 2020.

This policy was last updated on 1 January 2020.

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