

HumanAbility Ltd

Code of Conduct and Ethics

Policy



Policy name:	HumanAbility Code of Conduct and Ethics Policy
Version number:	1.0
Effective date:	May 2023
Review frequency:	Every three years, or as required
Legislative reference	N/A
Related policies:	N/A
Related forms	N/A
Related procedures	N/A
Policy Owner	CEO
Policy approver	Board

Version	Date	Rationale	Next Review Date
1.0	May 2023	Initial Issue	May 2026

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1 Purpose

- 1.1. This Code of Conduct (the Code) and Ethics Policy (the Policy) affirm HumanAbility Ltd's (HumanAbility) commitment to responsible, social and ethical behaviour by all Directors and employees. HumanAbility will operate in an open and transparent way. It expects its Directors and employees to maintain a high standard of conduct and work performance to ensure the business maintains an excellent reputation with all stakeholders dealing with HumanAbility. Good personal conduct contributes to a good work environment for all.

2 Principles

- 2.1. Our employees contribute to the success of our organisation and that of our stakeholders. HumanAbility will ensure the rights of all employees.
- 2.2. Furthermore, employees have an obligation to observe high standards of integrity and fair dealing with all people and organisations dealing with HumanAbility. Unlawful and unethical practices undermine employee and stakeholder trust.
- 2.3. Employees and Directors are expected to conduct themselves in a manner consistent with the policies and values of the organisation.

3 Scope

- 3.1. The Code and the Policy apply to all Directors, committee members, employees, volunteers and contractors of HumanAbility and associated entities, whenever identified as a representative of HumanAbility. In some circumstances, this will include times outside the immediate workplace or working hours, for example at work functions, out of hours work activities and may extend to online presence or in the community on behalf of HumanAbility.

4 Policy

- 4.1. The Code and the Policy provide the framework of principles for conducting business and dealing with key stakeholders. The Code and the Policy do not replace legislation, and if any part of it is in conflict, then legislation takes precedence. This Policy is based on the following:
 - Maintain a high standard of integrity and professionalism.
 - Act in HumanAbility's best interest and value HumanAbility's reputation.
 - Be responsible and scrupulous in the proper use of HumanAbility's information, funds, equipment and facilities.
 - Be considerate and respectful of the environment and others.
 - Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with key stakeholders.
 - Maintain a safe workplace and do not conduct yourself in a way that might risk the health and safety of yourself or others.

- Avoid apparent conflict of interests, promptly disclosing to a HumanAbility senior manager, any interest which may constitute a conflict of interest.
- Perform duties with skill, honesty, care and diligence.
- Abide by policies, procedures and lawful directions that relate to employment with HumanAbility.
- Immediately notify manager/s if you are aware of a breach of law or HumanAbility policy and procedure; and
- Any employee who, in good faith, raises a complaint or discloses an alleged breach of the Code or the Policy, whilst following correct reporting procedures, will not be disadvantaged nor prejudiced. All reports will be dealt with in a timely and confidential manner.

5 **Compliance**

- 5.1. HumanAbility expects co-operation from all Directors, committee members, employees and volunteers in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards. Failure to comply with the principles or the spirit of the Code or the policy framework will be considered a serious breach of HumanAbility's policy and will be investigated. Breaches of the Code or Policy framework will result in disciplinary action, ranging from a verbal warning through to the termination of employment for serious breaches.
- 5.2. While the Code and the Policy provide general guidance and minimum expectations regarding conduct, no code or policy can ever cover every conceivable circumstance. In everything you do, you are expected to listen to, and act upon, your conscience and help build and maintain both HumanAbility's and your own reputation.
- 5.3. If the Board/ committee has a reason to believe that a person subject to the Policy has failed to comply with it, it will investigate the circumstances.
- 5.4. Instances of non-compliance with the code of conduct must be rectified as soon as possible.
- 5.5. The Department of Employment and Workplace Relations (DEWR) must be notified of instances of non-compliance. DEWR is entitled to audit HumanAbility against the code of conduct.