



Central Highlands Association of Neighbourhood Houses

Code of Ethics Policy

Document Control

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Code Declaration

How we accomplish our mission is as important as the mission itself. Fundamental to the success of CHANH are these basic values.

Purpose:

This policy outlines CHANH's commitment to an ethical approach to working with and for our community.

Owner:

This policy is the responsibility of the Executive Team and must be ratified by the CoM.

Application:

This policy applies to all CHANH members and staff.

Code Statement

Those we serve come first

Central Highlands Association of Neighbourhood Houses

C/- Ballarat Neighbourhood Centre, PO Box 540W, Ballarat West, 3350
0401 769 101 | networker@chanh.org.au | chanh.org.au
ABN 96 376 374 241

Our people are the source of our strength. They provide our organisational intelligence and determine our reputation and vitality. People must be our number one priority. Involvement of our members in making decisions and teamwork are our core human values.

Confidentiality & Privacy

We respect the confidentiality and privacy of information obtained from our members. We will not share this information with anyone outside our organisation without the consent of the member, except when compelling moral, ethical or legal reasons exist.

Conflict of Interest

Integrity is never compromised. The conduct of our organisation community wide is pursued in a manner that is constitutionally and socially responsible. We will fully disclose any matters, which may seem to imply a conflict of interest between ourselves and other persons or groups with whom we are associated.

Financial Accountability

We will conduct our financial affairs using acceptable accounting principles and requirements set down by funding bodies, the Australian Taxation Office and the Associations Incorporation Act.

Relations with Constituents

We will not discriminate against any person or group irrespective of their age, gender, nationality, religion, level of education, income, physical and intellectual disabilities, social status or sexual preferences. We will resolve disputes and disagreements as fairly as possible. We will provide accurate information to our members. A good reputation is a priceless asset that can only be earned through trustworthy behaviour.

Employment Practices

We will not discriminate and will employ workers best suited for a position based on knowledge, experience, qualifications and specific qualities. We will employ workers under the appropriate awards. We will provide and maintain a work environment that is safe and without risks to health.

Responsibility to the Community

We will constantly promote the aims of our organisation as set down by its members who are drawn from our local community. We will only offer services that are reflective of our member's needs. We will conduct our business in a manner that reflects our commitment to social justice principles.

<i>Equity.</i>	A fairer distribution of economic resources and power
<i>Access</i>	Ensuring fair and equal access for all people to those services that are important to their quality of life
<i>Participation</i>	Maximising the opportunities for people to participate
<i>Rights</i>	Developing fairer, more comprehensive rights that are equally enforceable by all people regardless of their background

Responsibilities

Executive Team:

- To implement and monitor policy

Members:

- To be informed of the Policy Development Policy
- To participate in policy reviews as required

Staff:

- Implementation of policy, as outlined in position descriptions
- Participation in policy review as required

Breach of Code

A breach of this policy may result in disciplinary action up to and including termination of employment.