

Code of Conduct

Policy Details

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Approved by:	CEO	Creation Date:	March 2018
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Purpose

Leadership WA is committed to maintaining a positive and inclusive environment for all staff members, Board members, Alumni, clients, and stakeholders as we strive to provide the best possible service to the community.

The policy applies to all employees and Board members of Leadership WA. The purpose of the policy is to identify Leadership WA's expected standards in behaviour and to guide our decision making.

Policy

Leadership WA employees and Board members have a legal and moral responsibility to manage the organisation in the best interests of the staff and community it serves. We will demonstrate professional ethical behaviour in our responsibilities to the organisation, professional relationships with each other and in our professional service to the community.

Our code of conduct outlines the principles and guidelines that govern our interactions and behaviour. All staff members, Board members and embedded contractors are expected to adhere to these principles to ensure a respectful and productive atmosphere.

A reference to 'we' and 'our' in this code of conduct is a reference to every member of staff, our Board and embedded contractor. If anyone is uncertain about the application of any aspect of this Code of Conduct they should seek immediate clarification from the Chief Executive Officer of Leadership WA.

Application

Living our Values: We understand and appreciate our organisational values and seek to apply them in our behaviours.

Health and Safety: We prioritise the health and safety of all individuals involved in our activities. We will follow safety protocols and contribute to maintaining a safe environment.

Respect and Inclusion: We value and respect the diverse backgrounds, experiences, and perspectives of our clients and colleagues. Discrimination, bullying, victimisation, harassment or exclusion of any form will not be tolerated.

Professionalism: We will maintain a high level of professionalism in our interactions with clients, colleagues, and stakeholders. This includes being punctual, prepared, accurate and respectful in all communications and activities.

Confidentiality: We may handle sensitive information and data as part of our operations. We must respect the confidentiality of client and organisational information and refrain from disclosing it without proper authorisation.

Integrity and Honesty: We uphold the highest standards of integrity and honesty in all our actions. We perform our duties with care and diligence, making business decisions in a fair, impartial and prompt manner. Misrepresentation, fraud, and dishonesty are strictly prohibited.

Accountability: We are accountable for our actions and decisions. We take responsibility for our work, promptly address mistakes, and actively seek solutions to challenges.

Social Responsibility: We are committed to making a positive impact on society through our business operations, our behaviours and actions.

Conflict of Interest: Our personal interests should not conflict with our duties and obligations to Leadership WA and we must not allow any actual, potential or perceived conflict of interest to affect our operations, decisions or reputation.

Gifts and hospitality: We will not seek, offer or accept any gifts, benefits or hospitality that fall outside reasonable business conduct, or which would (or could be perceived to) create a conflict of interest, which can undermine Leadership WA's reputation and business effectiveness.

Political involvement: Leadership WA does not (and we will not when representing Leadership WA) directly or indirectly participate in party politics nor make payments to political parties or individual politicians.

Resources and assets: We respect, safeguard and do not misuse Leadership WA resources and assets, and use them only for business purposes, ensuring that personal use is limited responsibly and ethically.

Social media: We will ensure respectful and constructive interactions on social media, avoiding harmful, negative or offensive content and we are mindful that our personal interactions may be seen as representing Leadership WA.

Conflict Resolution: In cases of disagreements or conflicts, staff members are expected to address the issues openly, respectfully, and professionally. If necessary, involve appropriate parties to find a resolution.

Continuous Learning: As a leadership organisation, we encourage our team to engage in continuous learning and professional development. This includes staying updated on industry trends and improving our skills to better serve our clients and each other.

Compliance with Law and Regulations: We will adhere to relevant laws, regulations, and Leadership WA organisational policies.

Reporting Violations: If we witness or experience a violation of this Code of Conduct, we should report it to a Leadership WA Manager, the CEO or the Board Chair as appropriate. Appropriate levels of confidentiality and privacy will be maintained.

Breaches

Breaches of this Code of Conduct are serious and may result in the disciplinary action up to and including termination of employment.

Relevant Forms or other Policies

Bullying

Discrimination and Sexual Harassment

Drugs and Alcohol

Use of Internet and Email

Grievance and Complaints

Serious Misconduct

Leadership WA Participant Code of Conduct

Privacy

Whistleblower policy

and other policies as applicable