



Bangalow Koalas Inc. Code of Conduct 2023



All members and staff of, and volunteers with Bangalow Koalas Inc will:

- Actively support the objectives of the organisation
- Respect and comply with all the organisation's policies and procedures
- Behave with integrity and honesty in a way that upholds the reputation of the organisation
- Work within the boundaries of their respective position descriptions (staff)
- Always act with sufficient care to ensure the safety of all, including your own
- Treat everyone with respect and courtesy and without harassment
- Maintain confidentiality and always use appropriately any information obtained whilst undertaking activities on behalf of Bangalow Koalas Inc. – even after leaving the organisation
- Disclose and take steps to avoid any conflict of interest
- Use resources and equipment in a safe and appropriate manner
- Speak publicly (including to media) on Bangalow Koalas Inc. matters only in accordance with the Bangalow Koalas Inc. Media Relations Policy
- Participate in meetings and training as required
- Perform assigned duties as well as possible taking into account your skills, experience, qualifications and position
- Request assistance when needed to undertake an activity competently
- Comply with lawful and reasonable requests
- Act in accordance with all applicable Australian laws
- Not provide false or misleading information
- Not be under the influence of alcohol or drugs while undertaking assigned duties
- Adhere to all work health and safety procedure and practices of the organisation
- Adhere to all accounting procedures and practices of the group
- Conduct themselves in a politically neutral manner while acting on behalf of or in relation to Bangalow Koalas Inc.
- Diversity and inclusion. BK, we believe everyone is unique and we recognise individual characteristics such as gender identity, gender expression, intersex status, sexual orientation, physical, mental and intellectual abilities, race and ethnicity, (including people who identify as Aboriginal or Torres Strait Islanders), age, socio-economic status, religious belief, professional background, and experience.
- Modern Slavery. BK rejects any form of modern slavery, we are committed to implementing and enforcing effective systems and controls to ensure it does not take place within our own business or our supply chains.

Authorisation

This version was approved on: 30th October 2023

This version takes effect on: 30th October 2023

Authorised by: Linda Sparrow

President: Linda Sparrow

President or responsible person signature:

A handwritten signature in black ink, appearing to read "Linda Sparrow", is written over a horizontal line.