

BOARD POLICY 502

CODE OF CONDUCT

VERSION	REVIEW COMPLETED	BOARD MEETING	NOTES/ COMMENTS
1	Apr 2017	Apr 2017	Initial document
2	Sep 2019	Oct 2019	Review
3	Jul 2021	Oct 2021	Review
4	Aug 2023	Oct 2023	Minor grammatical changes
5	Aug 2025	Aug 2025	Review

APPLIES TO:	All CEnet Employees, Contractors and Directors	
OWNER:	Head of Experience	
ENDORSED BY:	People, Culture and Remuneration Committee	15 August 2025
APPROVED BY:	CEnet Board of Directors	25 August 2025
REVIEW CYCLE:	Biennial	
NEXT REVIEW DATE:	August 2027	
RELATED POLICY DOCUMENTS:	Board Policy 103: Privacy Board Policy 104: Child Protection Board Policy 402: Conflicts of Interest Board Policy 500: People and Culture Board Policy 501: Safety and Wellbeing at Work Board Policy 503: Employee Remuneration CEO Policy 125: Artificial Intelligence CEO Policy 510: Complaints and Grievances CEO Policy 512: Recruitment and Induction CEO Policy 514: Performance Management CEO Policy 516: Social Media Use	

1. Purpose

The purpose of this policy is to ensure all Directors, employees, volunteers and contractors of CEnet behave appropriately and practice standards of professional and personal conduct that are consistent with CEnet’s values whilst upholding the reputation of the organisation.

2. Policy Statements

- 2.1 The Code of Conduct and the behaviours outlined within it are fundamental to CEnet building healthy and positive relationships between its employees and with its Members. The Code of Conduct also governs the way in which employees, volunteers and contractors are to relate to other staff, professionals, clients, visitors and stakeholders.
- 2.2 This policy represents a broad framework that will help guide conduct and behaviour in the performance of duties and interactions in the workplace. The Code of Conduct Policy is to be read in conjunction with CEnet’s other People and Culture policies and procedures which clarify the standards of behaviour that are expected of staff and gives guidance in areas where staff need to make personal and ethical decisions.

3. Guiding Principles

CEnet’s Code of Conduct is based on the following underlying principles:

Ref	Principle
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1.	Respect the dignity of the public, CEnet’s Members, volunteers and other employees by treating them with courtesy, honesty and sensitivity to their rights.
2.	Treat others in the workplace fairly and with respect.
3.	Exercise best judgment in the interests of CEnet and its Members.
4.	Make decisions ethically, fairly and without bias using the best factual information available.
5.	Comply with any legislative, industrial and / or administrative requirements, and all lawful and reasonable directions given by persons in authority.
6.	Comply with all CEnet policies and procedures relevant to the person’s position.
7.	Act responsibly in the event of becoming aware of any unethical behaviour or wrongdoing by any other employee or volunteer and report such conduct or activities to the appropriate level of management.

4. Responsibilities

The Board adopts the following general principles in assigning accountabilities and responsibilities relating to Board Policies:

The Board of Directors:

- a. Approves Board Policies and reviews them on a scheduled and cyclical basis to ensure they are current, fit-for-purpose and reflective of current legislative requirements.
- b. Sets the direction, establishes the framework and highlights the guiding principles upon which the Board Policies are based.
- c. Provides the resources to allow for proper and effective implementation of the Board Policy.
- d. Promotes a culture that supports compliance with the Board Policy.
- e. Delegates the responsibility of monitoring Board Policy compliance and effectiveness to a Board Committee if considered appropriate to do so.

Board Committee:

- a. Reviews and makes recommendations to the Board on the adequacy of the Board Policy.
- b. Reviews and makes recommendations to the Board on any significant incident arising from non-compliance with the Board Policy.

Chief Executive Officer:

- a. Establishes and implements appropriate systems to support compliance with the Board Policy.
- b. Facilitates training and education of those required to comply with the Board Policy.
- c. Maintains appropriate registers and records as required under the Board Policy and/or applicable legislation.
- d. Monitors compliance with the Board Policy and reports to the Board any identified instances of non-compliance.
- e. Delegates management of the systems implemented to support Board Policy compliance to a designated officer if considered appropriate to do so.

Staff:

- a. Complies with and adheres to the Board Policy and any associated procedures and guidelines established to support compliance with the Board Policy.
- b. Reports any identified instance of non-compliance with the Board Policy to an identified authority.

Board Policies may have specific accountabilities and responsibilities. These are outlined in the Board Policy Responsibility Assignment Matrix (RACI) which is maintained by the Finance Audit & Risk Management Committee upon delegation by the Board. The RACI is reviewed and updated at least annually.

5. Definitions

<i>Child</i>	Any person under the age of 18.
<i>Mandatory Reporting</i>	The legislative requirement for selected groups of people to report suspected cases of abuse and neglect
<i>Reportable Incidents</i>	Serious incidents, complaints or circumstances which pose a risk to the health, safety or wellbeing of vulnerable people.

6. Guidance

Employees are required to be familiar and comply with legislation including, but not limited to:

- Anti-Discrimination Act 1977
- Sex Discrimination Act 1984 (Cth)
- Fair Work Act 2009 (Cth)
- The *Privacy Act 1988 (Cth)*
- Child Protection Legislation Amendment Act 2003
- Children and Young Persons (Care and Protection) Act 1998
- Education Legislation Amendment (Staff) Act 2006
- Government and Related Appeals Tribunal Act 1980
- Occupational Health and Safety Act 2000
- Ombudsman Act 1974
- Protected Disclosures Act 1994
- Government Sector Employment Act 2013

7. Monitoring Arrangements

Compliance with this policy is subject to CEnet's monitoring and review procedures including the annual compliance review program as overseen by the Finance, Audit & Risk Management Committee.

END OF POLICY