

Forster Neighbourhood Centre Inc



FNC Policy – Code of Ethics

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Introduction

1. This Code of Ethics and Conduct:
Sets out the fundamental principles that are to guide the actions of the people of FNC: Committee, staff and volunteers. *This top level is called 'ethics'.*
2. Sets out the standards that our stakeholders can expect from us. *This second level is called 'conduct'.*
3. Requires us to build these aspirations into our day-to-day operations, including monitoring and reporting standards, recognition and rewards for compliance, and penalties and sanctions for breaches. *This third level is called 'practice'.*

1. Commitment

Ethics

I took up this position to work for something larger than myself. I will carry out this work honestly and in fairness to everybody involved, placing the interests of others and the good of FNC before my own.

Conduct

Every member of Forster Neighbourhood Centre shall at all times when acting in their capacity as director/board member, employee or volunteer in a community organisation:

- i. pursue as their highest priority the fulfilment of the mission of the organisation
- ii. after that, promote the long term interests and wellbeing of the organisation
- iii. after that, consider the interests of our stakeholders, clients, volunteers, employees, and the community and environment in which we operate.

2. Compliance

Ethics

I will work within the law and within the rules, and I will see that FNC does too.

Conduct

Every member of FNC shall at all times while acting in whatever capacity:

- i. ensure to the best of their ability and within the bounds of their authority that the organisation is observing sound financial practices and managing potential risks effectively, and is at all times in its dealings with other parties capable of meeting its legal and financial obligations
- ii. ensure to the best of their ability that the organisation is complying with all applicable federal, state and local legislation and regulation
- iii. observe the provisions of the organisation's constitution, its bylaws, its standing orders and its policies, procedures and practices.

3. Conflicts

Ethics

In my dealings I shall be honest and open, and shall not take any advantage of my position

Conduct

Every member of FNC shall *not* at all times while acting in whatever capacity:

- i. place their own interests, or the interests of any other person or body, before the interests of the organisation, or act so as to give the appearance of any such conflict

- ii. enter into any financial relationship with the organisation without the approval of the board, in whose deliberations on that issue the director/board member shall have taken no part
- iii. bring the organisation into disrepute.

4. Confidentiality

Ethics

I shall keep secret any legitimate secrets that have been entrusted to me, and I shall freely tell anyone anything they are entitled to know.

Conduct

Every member of FNC shall at all times while acting in whatever capacity:

- i. preserve, where appropriate, the confidentiality of the organisation's business
- ii. protect the privacy of the organisation's employees, volunteers and stakeholders
- iii. recognise their accountability to the organisation's members and stakeholders and provide all information necessary for performance management, transparency and accountability.

5. Conscientiousness

Ethics

I shall do the job fully and without reservations.

Conduct

Every member of FNC shall at all times while acting in whatever capacity:

- i. exercise their independent judgement on the issues before them
- ii. provide themselves with the information from within and without the organisation necessary to support the exercise of their judgements
- iii. invest the time and effort required to fulfil the requirements of the position by reading the materials, participating fully in meetings, and carrying out any duties assigned by the organisation.

6. Communication

Ethics

I shall know what the organisation does, and why, and I shall tell the world about it.

Conduct

Every member of FNC shall at all times while acting in whatever capacity:

- i. maintain the information base, the skills base, and the qualifications needed to oversee the affairs of the organisation effectively
- ii. communicate the significance of the organisation's mission, its strategy, and its culture to members, employees, stakeholders and the public
- iii. share with their colleagues in the field the insights and practices they have developed.

7. Community

Ethics

I will treat the people involved with the organisation respectfully, fairly and without prejudice.

Conduct

Every member of FNC shall at all times while acting in whatever capacity:

- i. observe and promote the human rights of all persons touched by the work of the organisation
- ii. oppose prejudice, address disadvantage, and promote diversity in all aspects of the governance and the management of the organisation
- iii. treat colleagues, clients and the community with courtesy and respect.