

CODE OF CONDUCT

Policy Number	003	Version	2.1
Approved by NTSA Council	May 2024	Review Date	2027

1 Intent of the Code

- 1.1 The purpose of the Code of Conduct is to outline the requirements for all members of the National Trust of South Australia (NTSA) workforce¹ as a statement of commitment to embracing, maintaining and underpinning a Code of Conduct benchmark for its staff, volunteers and elected officials.
- 1.2 The National Trust of South Australia appreciates and relies on the services provided by its staff, volunteers and elected officials.
- The organisation is committed to providing to all of its workforce a respectful, fair and safe environment, free from harassment, discrimination, intimidation and bullying.
- The NTSA will observe, practise and maintain standards of excellence in conduct in all of its dealings and activities.
- 1.3 The NTSA Code of Conduct prescribes the level of professional conduct and behaviour expected of its workforce.

2 Code of Conduct Principles

- 2.1 The NTSA workforce will be guided by the following principles of ethical practice in all areas of their work:
- 2.1.1 Respect Individuals
- Everyone has a right of self-determination and responsibility for making decisions. We will respect others' views, listen to their opinions and give due weight to their decisions/method of decision making.
- We will be courteous towards our public stakeholders.
- 2.1.2 Be considerate
- We will consider the wellbeing of others, including our public stakeholders.

¹ Definition of 'workforce': any person undertaking work for the NTSA as an employee, volunteer or elected official. This does not include persons engaged under service contracts.

2.1.3 Be fair

We will act in the best interests of our NTSA workforce and public stakeholders without discrimination.

2.1.4 Promote well-being

We will treat people in such a way that supports their social, physical and psychological well-being.

3 Application of the Code

3.1 All **workforce members** will be required to sign an agreement of adherence to the Code of Conduct, undertaking to:

- Comply with all relevant and applicable NTSA policies and procedures
- Make decisions that are just, fair, consistent, impartial, based on merit and in accordance with the law
- Ensure a safe and healthy workplace by identifying potential hazards, not working under the influence of alcohol or drugs, and reporting incidents in accordance with NTSA procedures
- Ensure a harassment and bullying-free workplace
- Take responsibility and undertake their work in accordance with their role description
- Actively communicate with people politely, respectfully, appropriately and convey a positive attitude
- Deals with issues and problems promptly and effectively
- Respect the differences that individuals bring to a team and be a positive team contributor
- Embrace the positive culture of NTSA
- Uphold ethical conduct through trustworthiness, integrity, honesty and good character
- Be committed to continuous improvement and professional development, while taking pride in their work
- Commit to working cooperatively to achieve NTSA's strategic goals
- Not discredit NTSA or otherwise bring it into disrepute, and
- Promptly notify and follow NTSA procedures in respect of any complaint or allegation of corruption, harassment, maladministration, serious wastage, including any reportable misconduct.

In addition, **NTSA Council Members** collectively and individually will:

- Be familiar with and maintain the high standards and principles of good governance, as prescribed by the Australian Charities and Not-for-Profit Commission (ACNC)

- Observe and act in accordance with the NTSA legislation and Rules and the NTSA Strategic Plan
- Conduct themselves professionally, ethically and lawfully in the interests of the NTSA and all its stakeholders, above their own interests
- Councillors must not instruct any staff member of the Trust at any time
- Councillors may request the CEO to provide them with such information as they require about any matter relating to the Trust
- Councillors should advise the CEO of the President of any matter that has come to their attention which could materially impact on the Trust's activities or reputation.

4 Breaches

- 4.1 Unacceptable, inappropriate and unlawful behaviour may lead to disciplinary action, including the option of dismissal.

5 Policies, Procedures and Legislation

Related Policies and Procedures	• <i>Procedure for breaches</i> • <i>Anti-Bullying Policy and Procedure</i> • <i>Privacy Policy</i>
Key Legislation (Federal)	• <i>Work Health and Safety Act 2011</i> • <i>Racial Discrimination Act 1975</i> • <i>Sex Discrimination Act 1984</i> • <i>Disability Discrimination Act 1992</i> • <i>Equal Opportunity for Women in the Workplace Act 1999</i> • <i>Australian Charities and Not-for-Profit Commission Act 2012</i> • <i>Australian Charities and Not-for-Profit Commission Regulations 2013</i>
Key Legislation (South Australia)	• <i>National Trust of South Australia Act 1955</i> • <i>Work Health and Safety Act 2012</i> • <i>Work Health and Safety Regulations 2012</i> • <i>Equal Opportunity Act 1984</i>
Key Legislation (other)	• <i>Such other relevant and applicable legislative provisions</i>

ATTACHMENT 1

NATIONAL TRUST OF SOUTH AUSTRALIA (NTSA) WORKFORCE CODE OF CONDUCT AGREEMENT

I, _____ (insert name)

- Have read and understand the **Code of Conduct** of the NTSA:
- Agree to abide by the **Code of Conduct** at all times with the NTSA: and
- Acknowledge that failure to comply with this Agreement may lead to disciplinary action, which may include dismissal or cessation of involvement with NTSA.

Signature:

Workforce Member

Role:

Date:

____ / ____ / ____