

Code of Conduct Policy: HRP 005

1 Overview

This Code of Conduct is developed to support the vision for Cape York Partnerships (CYP) to support the Indigenous people of Cape York to build the capabilities to choose a life that they have reason to value. To achieve the CYP vision, all members are required to align to the core values of our organisation which are Personal Responsibility, Reform, Belief and Every Child.

2 Compliance

This policy applies to all CYP Employees, board members, volunteers, secondees, fellows and contractors, consultants, partners and third party providers acting on behalf of CYP.

3 Policy

3.1 Code of Conduct

All members will at all times:

- Understand and act in alignment with the vision and values of CYP;
- Carry out assigned duties in an exemplary and professional manner, and maintain specified standards of performance;
- Comply with lawful and reasonable employer instructions and policies and work as directed;
- Maintain all qualifications (including vehicle licences) necessary for the performance of duties legally and efficiently;
- Comply with the requirements of the Working with Children policy, ensuring a safe and healthy environment for any minors participating in CYP activities;
- Maintain an alcohol and drug free work environment and promote CYP's Alcohol, Drugs, Gambling and Smoking Policy in Indigenous communities;
- Respect the confidential nature of information acquired in CYP and practice impeccable standards of confidentiality;
- Proactively learn about, respect and adhere to all Traditional Owner Protocols when travelling in Cape York;
- Not discriminate in any manner and not behave in any manner considered to be offensive, violent or harassing;
- Show respect for the Law and System of Government – that is following lawful directs and duty to report any fraud, corrupt, criminal or unethical conduct;
- Declare conflicts of interests, whether actual or apparent;
- Dress in a manner that is appropriate for the location and reflects well on CYP.
- Ensure the appropriate, safe and respectful use of company resources, assets and infrastructure;

- Comply with all Family Responsibility Commission (FRC) Guidelines if living in a Welfare reform community whether formally within its jurisdiction or not.

4 Process

4.1 Breach of the Code

Breaches of the Code of Conduct may lead to disciplinary counselling and/or termination of engagement (including employment) with CYP.

Employees who breach the Code of Conduct will be required to explain their actions in line with the Performance and Misconduct Policy.

5 Related documents

Anti-Discrimination and Workplace Bullying and Harassment Policy

Performance and Misconduct Policy

Working with Children Policy

Vehicle Policy

Alcohol, Drugs, Gambling and Smoking Policy

Individual Employment Contracts

CYP Vision and Values