

SHASA CODE OF CONDUCT - CONTRACTORS



SHASA
Southcoast Health and Sustainability Alliance

Introduction

Southcoast Health and Sustainability Alliance (SHASA) is an incorporated not-for-profit community organisation that champions renewable energy, sustainability and community resilience projects in the Eurobodalla.

The aim of this document is to ensure that all SHASA related projects, events and activities can provide a safe, respectful and positive environment.

This code of conduct forms part of the contract of engagement between SHASA and the contractors (“You”)

Code of Conduct

Respect for the law and governance of SHASA

You Must

- a. observe and comply with relevant Australian, State, and Territory laws; comply with the SHASA constitution as applicable;
- b. act in accordance with SHASA’s objectives, values, policies and procedures and respond appropriately to any lawful and reasonable directions given by persons who are authorised to give such a direction;
- c. report actual or suspected fraud or corrupt conduct to appropriate SHASA leadership or authorities; and
- d. comply with the SHASA Privacy Policy.

Fair Treatment of People

You Must

- a. treat others fairly and with respect, courtesy, and equity;
- b. act in a way that is respectful of differences;
- c. not engage in conduct that is discriminatory on the basis of sex, race, sexuality, disability, cultural background, religion, marital status, age, union affiliation, political conviction or family responsibilities
- d. not engage in conduct that may be reasonably perceived as bullying or harassment or sexual harassment.

Personal and professional behaviour

You Must:

- a. be honest;
- b. maintain appropriate professional relationships in your dealings with SHASA;
- c. not make any public comment that is critical of SHASA or detrimental to the best interests of the SHASA;
- d. not act in away that may adversely affect or reflect on, or bring you or SHASA into disrepute or discredit;
- e. avoid actual, potential or perceived conflicts of interest between private and professional interests and SHASA responsibilities;
- f. ensure you do not receive material benefits to yourself, your family, relatives or close associates due to your SHASA responsibilities or position, other than agreed remuneration under the contract;
- g. disclose any relationship where there is, or has been, a personal, commercial, familial or other significant relationship;
- h. ensure your conduct does not pose a risk to the health and safety of others;
- i. refrain from any conduct including alcohol or substance abuse or misuse, which could adversely affect personal work performance or the safety and well-being of others; and
- j. Ensure that any use of social media does not breach this Code of Conduct.

Exercising care and diligence

You Must:

- a. carry out your duties and responsibilities in a professional, responsible and conscientious manner;
- b. ensure decisions are reasonable, fair and appropriate to the circumstances;
- c. keep confidential and not use or disclose any confidential information obtained as a result of your position;
- d. ensure that any SHASA information is not used, including its intellectual property, without authorisation, and, or to gain a financial or other benefit for themselves or any other person or group;
- e. maintain adequate security over SHASA property, facilities, resources and information; and ensure you use SHASA resources in a proper manner.

Compliance with the Code

I have read, understood and agree to comply with the above.

Name:

Signature:

Date: