

# CODE OF ETHICS POLICY

<u>Policy number</u>	1030	<u>Version 1</u>	AEUNTPRCADM001
<u>Drafted by</u>	Secretary	<u>Approved by Branch</u>	12 March 2021
<u>Responsible person</u>	Secretary	<u>Executive on</u>	
<u>Affects</u>	All	<u>Scheduled review date</u>	March 2022
		<u>Subject Area/Chapter</u>	Values

## INTRODUCTION

The ethical climate of the Union is an essential element in establishing its credibility and furthering its objectives.

## PURPOSE

This policy articulates at Appendix A - Code of Ethics the ethical principles that should guide the Union's conduct at all levels of its operation.

## POLICY

The Union has a proud reputation as a strong, democratic union. Our officers and employees are expected to uphold this reputation at all times by acting honestly, fairly and with integrity and committing to the highest standards of conduct and behaviour.

Hence the Union commits itself to operating in accordance with the Code of Ethics.

(NOTE: There are no same titled Procedures with this Policy.)

## AUTHORISATION

Secretary  
AEU NT Branch

## **APPENDIX A**

### **AEU NT BRANCH CODE OF ETHICS**

#### **EMPLOYEES**

- Shall, in all business conducted under the aegis of the Union place the interests of the organisation over their own interests or those of any other person or persons and will not allow personal interests or inducements to influence their decision making;
- Shall behave at all times with honesty and integrity in all dealings with members, each other and the wider community;
- Shall observe the provisions of the Rules and policies of the Union, including any policies on conflict of interest;
- Shall carry out diligently and competently the duties specified by their contract of employment;
- Shall treat all people with whom they have dealings as part of their employment in the Union with respect;
- Shall undertake any training necessary for the performance of their duties;
- Shall, in any work carried out for the Union follow the directions of their designated supervisors;
- Shall not so act as to bring the Union into disrepute.

#### **MEMBERS**

- Shall observe the provisions of the Rules and policies of the Union;
- Shall treat all people with whom they have dealings as part of their membership of the Union, with respect;
- Shall not so act as to bring the Union into disrepute.

#### **ELECTED OFFICERS**

- Shall carry out diligently and competently the duties assigned to the position for which they have been elected;
- Shall, in all business conducted under the aegis of the Union, place the interests of the organisation over their own interests or those of any other person or persons and will not allow personal interests or inducements to influence their decision making;
- Shall behave at all times with honesty and integrity in all dealings with members, each other and the wider community;
- Shall observe the provisions of the Rules and policies of the Union;
- Shall, as far as possible, attend all meetings required of their position, and, in the event that they are prevented from attending any meeting, shall notify the Secretary of their absence in advance of the meeting;
- Shall devote to their duties the amount of time required to carry them out thoroughly and effectively;
- Shall undertake any training necessary for the performance of their duties;
- Shall treat all people with whom they have dealings as a consequence of their position with respect;
- Shall not so act in any medium as to bring the Union into disrepute.