

The 'Code'

1.1 Personal and Professional Conduct

All personnel must apply their best efforts to:

Perform

- Perform their duties reliably, responsibly and professionally, with integrity and to the best of their abilities in keeping with Motivation Australia's mission and vision.
- Appropriately role-model behaviours; wherever relevant, influence and guide other personnel to perform to the best of their abilities also.

Respect

- Treat everyone with respect, equity and dignity.
- Accept differences in culture, religion and politics, showing care for how their actions may impact others with different experiences and beliefs.
- Foster, promote and contribute to a positive work environment that is fair, inclusive, equitable and free from any form of harassment, bullying or discrimination.

Represent

- Uphold and actively promote Motivation Australia's values of equity, integrity, sustainability, collaboration, and adaptability.
- Promote and protect Motivation Australia's good reputation in the wider community, online and among Motivation Australia's partners and beneficiaries.
- Refrain from promoting ideological, religious, or philosophical beliefs contrary to the neutral and apolitical policies of Motivation Australia.

Communicate

- Be truthful and transparent when communicating with any stakeholders.
- Respect everyone's rights to privacy and do not disclose personal information whether during or after the period of engagement with Motivation Australia, except as required by our privacy policies.

Uphold human rights

- Behave in a manner that respects, protects and, where practicable, addresses the human rights of all people, consistent with Motivation Australia's Statement on Human Rights.
- Strive not to dehumanise any person or group, recognising that this extends beyond our duty to 'do no harm'.

Protect

- Advance the safeguarding of those who are vulnerable or who are at risk of marginalisation such as women and girls, children, people with disabilities and the elderly, in compliance with Motivation Australia's Child Protection policy, noting that this includes our Child safe code of conduct. This means personnel must not engage in any form of fraternisation or transactional sex with primary stakeholders.
- Protect the health and safety of others, especially when working with Motivation Australia's partners and beneficiaries.

- Be vigilant against all forms of harassment and discrimination in compliance with Motivation Australia's Equal Employment Opportunity and Anti-discrimination policy and Prevention of Sexual Exploitation, Abuse, and Harassment of Adults policy and Child Protection policy.

Relate

- Listen to others respectfully and actively deal with disagreements in a professional manner.
- Follow the four agreements¹ i.e. be careful with your word, don't take anything personally, don't make assumptions, and always do your best.

Learn

- Seek feedback, reflect and learn.
- Strive for continuous improvement.

Account

- Be accountable for their behaviours and decisions, following ethical decision-making processes.
- Not abuse or misuse their position, power or influence for personal benefit or to cause harm to another person.
- Comply with the *Conflict of Interest Policy* whenever dealing with a (real or apparent) conflict of interest. This means that personnel must take every reasonable step to avoid any conflict of interest (real or apparent) in connection with their engagement with Motivation Australia and, where one exists, declare it.

Report

- Seek advice from their line manager where a colleague's behaviour is perceived to be in breach of the Code. Seeking advice about your own behaviour is also encouraged.
- Report any corrupt, criminal, negligent or otherwise unethical conduct (whether known or suspected, actual or potential) to their line manager and/or to the CEO without delay. Failure to do so may result in disciplinary action, including dismissal.

1.2 Finances and Resources

All personnel are responsible for the use and management of Motivation Australia's resources and property. This means that we:

- Source and use resources in an ethical manner that minimises harm to people or the environment.
- Ensure that funds and resources entrusted to us are properly controlled and managed.
- Use Motivation Australia's property responsibly, properly and for legitimate purposes.
- Secure Motivation Australia's property against theft or fraud, in compliance with Motivation Australia Fraud Prevention policy.
- Maintain the integrity and security of Motivation Australia's intellectual property.
- Responsibly and appropriately use our own devices at work in accordance with Motivation Australia's *Bring your own device Policy*.
- Responsibly and appropriately access communication and digital technologies (internet, email, Zoom, etc).

¹ The four agreements are based on ancient Toltec wisdom.