

# Policy on Management and Code of Conduct

Date adopted.....

Latest date for review.....04/06/2018.....

Date Revised.....24/06/2019.....

## **1 BACKGROUND**

OptimumChoice will conduct its business honestly and ethically. We will constantly improve the quality of our services and create a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment.

OptimumChoice is a disability services organisation which is governed by a management, the **Corporations Act (2001)** and our policies.

## **2 PURPOSE**

OptimumChoice was established for the purpose of providing quality services to improve the lives of people with disabilities where their individualities are recognised, and their safety is paramount.

The purpose of this policy is to set out a code of conduct to govern the decision and actions of Management and Employees with respect to their statutory and fiduciary duties as prescribed in the **Corporations Act (2001) and Equal Opportunity Act (1984), Disability Discrimination Act (1992), Sex Discrimination Act (1984), Racial Discrimination Act (1975), Human Rights and Equal Opportunity Commission Act (1986), Workplace Relations Act (1997), Minimum Conditions of Employment Act (1993), Occupational Health, Safety and Welfare Act (1984), Privacy Act (1988), Income Tax Assessment Act (1936) and its subsequent amendments, Sales Tax Exemption and Classifications Act (1992), Disability Services Act (1993) and Standard 8 of the Disability Services Standards (1993).**

### **National Disability Insurance Scheme (2013)**

This policy applies to all Management and Employees from the moment that they are being employed.

### **3 POLICY STATEMENT**

OptimumChoice is committed to ensuring that Management and Employees, at all times, are working in the best interests of the Organisation and in accordance with their statutory and fiduciary duties.

### **4 PROCEDURES**

The following procedures are to be implemented to ensure that Management and Employees will at all times:

- 4.1 Ensure that the Organisation conducts its affairs so as to promote the Organisation's aims and objectives.
- 4.2 Understand their roles and responsibilities as a Management and Employees Organisation.
- 4.3 Fulfil their responsibilities as Management and Employees by attending as many management company meetings as possible and tendering their apologies in advance if unable to attend any meeting.
- 4.4 Satisfactorily complete any tasks allotted to them by the Management and Employees within the agreed time-frame.
- 4.5 Act in good faith and in the best interests of the organisation, regardless of whether they have been nominated to the Management or by another organisation or whether they are serving as a representative of another organisation.
- 4.6 Act as an ambassador for the Organisation in their public and private dealings with other persons or organisations.
- 4.7 Observe the confidentiality guidelines established by the Management.
- 4.8 Act honestly in the exercise of their powers and the discharge of their duties.

- 4.9 Exercise reasonable care and diligence in the execution of their duties by keeping themselves informed about the Organisation's activities and financial position.
- 4.10 Not make improper use of information gained through their position as Management and Employees to gain, directly or indirectly, an advantage for themselves or any other person, or cause detriment to the Organisation.
- 4.11 Not make improper use of their position as a Management and Employees to gain, directly or indirectly, an advantage for themselves or any other person, or cause detriment to the Organisation.
- 4.12 Where they have personal interests that might give rise to conflicts of interests with their duties as Management and Employees, disclose the nature of those interests at the Management meeting and refrain from discussing or voting on the issue.
- 4.13 Ensure the keeping of accounting records as correctly explained in the organisation's transactions and financial position.
- 4.14 Not to make or authorise a statement to the Ministry of Fair Trading, the Australian Taxation Office, the Organisation's Independent Auditor or the Organisation's funding body which, to their knowledge is false or misleading.
- 4.15 Prevent the organisation from incurring a debt if there are reasonable grounds for suspecting that the Organisation is insolvent at the time the debt is incurred or would become insolvent by incurring the debt or a number of debts.
- 4.16 OptimumChoice continues to ensure that quality improvement is in place.

### **3. REVIEW OF THE POLICY**

This policy will be reviewed on a bi-annual basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy shall be reviewed immediately and amended accordingly.