



**RURAL BUSINESS
SUPPORT**

BOARD MEMBER

Application Pack

	<ul style="list-style-type: none"> ▪ Stakeholders ▪ RFC Program ▪ RFC training ▪ Client groups ▪ Strategic regional meetings ▪ Policy committee hearings ▪ NT Government and agencies ▪ Agribusiness functions ▪ Meet industry leaders ▪ Media briefings with CEO 	<p>Remuneration as per 2.7 Board Remuneration & Performance Reward Policy</p>	<p>High quality relationships with key stakeholders</p> <ul style="list-style-type: none"> ▪ Mentoring Board members in public ▪ Supporting CEO in public
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PN046 Code of Conduct

Version	1
Created By	CEO
Approved by	Board
Date approved	02 June 2022
Reviewed	Triennial review next due March 2025

Policy Statement

The RBS Code of Conduct sets out required standards of behaviour for the effective and productive delivery of our business objectives. It provides clarity around how we relate and interact with others, and how we uphold our reputation and the reputation of RBS.

The Code provides specific guidance to everyone at RBS on how to make decisions and how to act, particularly when faced with challenging situations. Applying the Code of Conduct will ensure everyone understands what is expected and will mitigate the risks associated with inappropriate behaviour.

This policy does not provide an exhaustive list of conduct. It is intended to provide guidance as to the standards that are acceptable. Reference should always be made to legislation, our [culture and values](#), and policies for further clarification on expectations.

It is RBS's policy that all representatives of our business, including employees, contractors, and Board Members, will:

- act in accordance with Australian legislation and local laws,
- demonstrate behaviours that are aligned to our culture and values,
- comply with our policies, and
- uphold the reputation of RBS, our clients, our business partners, and our employees.

It applies

- during all stages of employment,
- when conducting business,
- when representing RBS, and
- in all activities with a connection to employment at RBS.

Expected Standards of Conduct for RBS

RBS will comply with all applicable legislation, the terms and conditions of service and funding agreements, contracts, industrial instruments, and uphold the culture, values, purpose, and RBS objects outlined in the [RBS Constitution](#).

As a charity, RBS will comply with [ACNC Governance Standards](#) and work towards its Charitable Purpose. As an employer, RBS will comply with the [Fair Work Act](#) and the [Work Health and Safety Act](#).

RBS will work proactively with all stakeholders to address issues or conflicts that may arise during business and is committed to maintaining professional standards of conduct in all activities.

Expected Standards of Conduct by Representatives of RBS

In the application of this policy, all representatives of RBS are expected to:

- act in the best interests of RBS,
- perform all duties and responsibilities with diligence and applying expertise to the best of their ability,
- follow all reasonable and lawful directions and instructions from RBS Management,
- work with care and attention to ensure the safety of themselves and others,
- interact with others in a way that is respectful and free from discrimination, harassment, or bullying, and
- raise issues as they occur or are identified so, they can be resolved.

RBS Board Members and officers will take all reasonable steps to ensure RBS complies with its legal obligations.

Specific Conduct

The stated expectations of this Code of Conduct apply in all activities, decisions, and interactions. The following specific situations are highlighted to provide clarity for employees, Board Members, and leaders. In all examples, the values-based behaviours or relevant policy or procedure provide guidance as to the expected appropriate conduct.

Conflicts of Interest

Everyone must declare, and take reasonable steps to avoid, any conflict of interest, whether real or perceived, in connection with their employment or service with RBS.

Where a conflict of interest exists and cannot be avoided, individuals must ensure that their private interest does not influence their decisions and actions relating to RBS. This means that all reasonable steps will be taken to ensure that the information upon which decisions are made, or on which actions are based, will be factually correct and not founded on personal opinions or bias. Each situation and decision is to be treated on merit, having full regard to RBS's legal obligations and interests, relevant Funding Agreements and the public interest.

Secondary employment, or deriving secondary income from a personal business, is permitted with approval of the CEO, if it does not interfere with RBS employment obligations including hours of work, availability, duties, benefits, confidentiality of client information, or use of RBS resources.

Any disagreement with decisions made regarding conflicts of interest must be resolved following the RBS Grievance and Dispute Resolution procedure.

Related Documents:

- [Anti-bribery and Corruption Policy](#)
- [Gifts and Hospitality Policy](#)
- Conflict of Interest Procedure
- Conditions of Use of RBS Vehicle
- [Acceptable Use of ICT Resources Policy](#)

Confidentiality & Privacy

All information obtained by RBS personnel in carrying out their duties remains the property of RBS. The information must remain under the control of RBS and be used appropriately.

Information of a confidential nature must be protected by RBS personnel, must not be disclosed to third parties (unless in accordance with the Information Privacy Principles) and used for the purpose it was intended.

Information will be stored and protected in accordance with our Funding Agreements and in a manner that is consistent with the Information Privacy Principles (IPPs) and National Privacy Principles (NPPs) set out in the [Privacy Act 1988 \(Cth\)](#).

RBS complies with [ACNC Governance Standards](#), including using information for proper purposes. Any knowledge or information obtained in the course of carrying out duties on behalf of RBS must not be used to further personal or other interests.

Further information on the collection, usage, confidentiality, and security of personal information of clients is available in the RBS Privacy Policy.

Relationships and Interactions

It is expected that all interactions and relationships developed during employment and on behalf of RBS are conducted with respect and are free from any forms of discrimination, harassment (including sexual harassment) and bullying.

The Code of Conduct applies to, but is not limited to, the following interactions.

- **Providing services to clients:** Employees are expected to treat all people with respect and compassion when delivering services and support to clients and when interacting with the client's family members and service providers.
- **Interacting with employees and Board Members:** Employees and Board Members are expected to interact with respect and value the differences and contributions of others in the delivery of services and achievement of role specific, team, and RBS objectives.
- **Posting and commenting on social media:** Comments and posts made on social media from a personal profile and in work or personal time must not impact other RBS personnel, breach confidentiality, be disrespectful, be held out as representing the position of RBS or damage the reputation of any employee, client, Board Member, associated person, associated entity or RBS.
- **Representing RBS in the media:** Employees are not permitted to make comment to the media about RBS or on behalf of RBS, employees, clients, or associated entities without the approval of the CEO. Similarly, Board Members are not permitted to speak on behalf of the Board, without the approval of the Board Chair.
- **Representing RBS to stakeholders and the public:** RBS personnel are expected to reflect the culture, values, and professional image of RBS at all times in the course of employment or board term, treating stakeholders and the public with respect.

Related Documents:

- [Anti-bullying and Harassment Policy](#)
- [Equal Employment Opportunity Policy](#)
- [Social Media Policy](#)
- [Media Policy](#)

Applying the Code of Conduct

The Code of Conduct details the appropriate standards of behaviour required by RBS, employees, Board Members, and representatives. These expectations for conduct must be made clear to all RBS personnel at the time of joining RBS and regularly during employment or association. The Code of Conduct must be accessible to all employees, Board Members, and representatives.

While these expectations apply to everyone at RBS, leaders play an essential role in role modelling, monitoring, and addressing behaviours that are not aligned to our values or breach the Code of Conduct.

Breach of Code of Conduct

A breach of the Code of Conduct is a failure to comply with the standards and expectations set in this policy and will be taken seriously by RBS. A breach of the Code of Conduct may also involve a breach of laws, other company policies, employment agreements or contracts.

RBS will follow due process and fully investigate all reports of breaches of the Code of Conduct, which may result in termination of employment, removal from the Board or other disciplinary action.

Where there is reasonable suspicion that unlawful conduct has occurred, RBS will notify the relevant authorities, which may result in prosecution.

Related Documents:

- [Disciplinary Action Policy](#)
- [Employee Performance Management and Development Policy](#)
- Feedback and Complaints Procedure
- [Whistle-blower Procedure](#)

Document History

Document History			
Date	Section	Summary of Revision	Revision Approval
May 2022		Complete rewrite of Code	Board Approved 02June2022



Applicant's Code of Conduct Acknowledgement

By signing this Code of Conduct you are acknowledging that you understand the requirements of the position and the standard of conduct expected of all Rural Business Support Board members.

Signature *Applicant*

Date