



# Code of Conduct

## Introduction

A Code of Conduct assists members to act in ways that strengthen the organisation and enhances its reputation in the community. It reminds members to treat people and situations equitably and provides a practical means of identifying and resolving situations which involve conflict of interest or improper use of positions within the organisation.

## When undertaking activities associated with Friends of the Koala, Inc:

- We will behave honestly and with integrity;
- We will act with care and diligence;
- We will treat each other with courtesy, respect and without harassment;
- We will commit to the objectives of Friends of the Koala, Inc.
- We will comply with all applicable laws and Office of Environment & Heritage licence conditions;
- We will comply with Friends of the Koala's policies and Constitution;
- We will comply with any reasonable direction given by someone in Friends of the Koala who has authority to give the direction, e.g. Co-ordinators
- We will keep ourselves abreast with advances and changes in our area or areas of interest;
- We will maintain appropriate confidentiality and discretion on all Friends of the Koala matters including dealings with all wildlife rehabilitators, whether they be Friends of the Koala members or others;
- We will disclose and take reasonable steps to avoid, conflicts of interest (real or apparent) in connection with Friends of the Koala activities and positions of office;
- We will recognise and declare any situation which has the potential for a conflict of interest;
- We will use Friends of the Koala resources in a proper manner with due regard for the fact that they in part represent the expenditure of public money;
- We will only provide true and unambiguous information in response to requests for information made for official purposes in connection with Friends of the Koala;
- We will only make proper use of any position, duties, status, power or authority;
- We will only act in the interests of Friends of the Koala when on Friends of the Koala business and avoid gaining, or seeking to gain, benefit or advantage for any individual;
- We will uphold the values, the integrity and the good reputation of Friends of the Koala and be enthusiastic about what it can offer, encouraging members of the public to want to know more about the group and its work;
- We will only make public statements on behalf of Friends of the Koala if we have been delegated to do so by the Committee;
- We will recognise that majority decisions of properly constituted Friends of the Koala Committee meetings are binding on all members.