 <p><b>MULTICULTURAL</b> COUNCIL of TASMANIA</p>	<p><b>Code of Conduct Policy</b></p>	<p><b>Policy ID</b></p>	<p>MCOT-COC</p>
		<p><b>Version Number</b></p>	<p>1</p>
		<p><b>Implementation Date</b></p>	<p>20 June 2019</p>
<p><b>Page Number</b></p>	<p>1 of 2</p>	<p><b>Last Reviewed/Update Date</b></p>	<p>Approved 20 June 2019</p>
<p><b>Policy Owner</b></p>	<p>BOARD</p>	<p><b>Approval</b></p>	<p>Board</p>
<p><b>Drafted by</b></p>	<p>Ron Franks</p>	<p><b>Next review date</b></p>	<p>April 2021</p>

## INTRODUCTION

A cohesive organisation that adopts and abides by core principles and values is essential for ensuring Multicultural Council of Tasmania can meet its stated objectives.


## PURPOSE

The purpose of this policy is to ensure a respectful, highly functioning Board, Management Team, staff and team of volunteers that always act in the best interests of the Multicultural Council of Tasmania and treats each other and stakeholders with dignity and respect.

## POLICY

1. For the purposes of this Code of Conduct, a reference to an employee, volunteer or contractor also includes a Board member, supplier, sponsor or partner.
2. An employee, volunteer or contractor must:
  - a) behave honestly and with integrity in the course of their engagement with Multicultural Council of Tasmania.
  - b) act with care and diligence in the course of their engagement with Multicultural Council of Tasmania.
  - c) treat everyone with respect and without harassment, victimisation or discrimination.
  - d) comply with all applicable Australian laws.
  - e) comply with all policies governed by the Board of Multicultural Council of Tasmania and with any lawful and reasonable direction given by a person having authority to give the direction.
  - f) maintain appropriate confidentiality about dealings of, and information acquired by, the employee, volunteer or contractor in the course of that employee, volunteer or contractor's engagement with Multicultural Council of Tasmania.
  - g) disclose, and take reasonable steps to avoid, any conflict of interest in connection with the employee, volunteer or contractor's engagement with Multicultural Council of Tasmania.
  - h) use Multicultural Council of Tasmania's resources in a proper manner.
  - i) not knowingly provide false or misleading information in connection with the employee, volunteer or contractor's engagement with Multicultural Council of Tasmania.
  - j) not make improper use of:
    - (i) information gained in the course of his or her employment; or
    - (ii) their duties, status, power or authority

in order to gain, or seek to gain, a gift, benefit or advantage for the employee, volunteer or contractor or for any other person.
  - k) declare any gift received in the course of his or her employment in accordance with established regulations.

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- l) behave in a way that upholds the policies and strategic direction of Multicultural Council of Tasmania.
  - m) at all times behave in a way that does not adversely affect the integrity and good reputation of Multicultural Council of Tasmania or its stakeholders.
  - n) comply with any other conduct reasonable requirement that is prescribed by the Board of Multicultural Council of Tasmania.
3. For the purpose of subsection (2)(d), Australian law means
- a) any Act (including this Act) or any instrument made under an Act; or
  - b) any law of the Commonwealth or a State or Territory, including any instrument made under such a law.

**RELATED DOCUMENTS**

- Privacy policy
- Anti-discrimination policy
- Equal Employment Opportunity policy
- Workplace Health and Safety policy
- Anti-bullying policy

**AUTHORISATION**

Signed by CEO: .....Date: 20 June 2019

Signed by Chair: ..... Date: 20 June 2019

Acknowledged and signed by MCOT Stakeholder (volunteer, employee, contractor, etc.)

Signed.....Date:.....