



WESTERN PORT BIOSPHERE RESERVE

"Showing the way to sustainability"



CODE OF CONDUCT

1 Statement of Core Beliefs

The Mornington Peninsula and Western Port Biosphere Reserve Foundation Ltd (Western Port Biosphere Reserve) is committed to promoting integrity and maintaining the highest standard of ethical conduct in all our activities. We are dedicated to the following core values:

- a) We are fair, honest and consistent in our dealings.
- b) We treat each other with respect and dignity.
- c) We respect the law and policy, and act accordingly.
- d) We use the organisation's assets responsibly and for the organisation's interests.
- e) We behave professionally, and are responsible for our actions and accountable for their consequences.

2 Personal Behaviour

All representatives and staff of the Mornington Peninsula and Western Port Biosphere Reserve Foundation Ltd must:

- 2.1 Act with honesty and integrity in the best interests of the organisation at all times.
- 2.2 Treat colleagues, clients and stakeholders with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare.
- 2.3 Provide a workplace free of harassment on the basis of any of the attributes listed in the Victorian Equal Opportunity Act 2010 (see section 3 Equal Opportunity).

Harassment is unlawful and is prohibited. Harassment includes:

- a) Verbal harassment (e.g. epithets, derogatory statements, slurs)
- b) Physical harassment (e.g. hitting, pushing or other aggressive physical contact)
- c) Visual harassment (e.g. posters, cartoons, drawings)
- d) Sexual harassment (e.g. unwelcome sexual advances, requests for sexual favours, sexual epithets and verbal or physical conduct of a sexual nature)

- 2.4 Contribute to a harmonious, safe and productive work environment and culture.

3 **Equal Opportunity**

It is the policy of the Mornington Peninsula and Western Port Biosphere Reserve Foundation Ltd to ensure equal treatment of all employees, representatives and applicants. Discrimination against a person on the basis of any of the attributes listed in the Victorian Equal Opportunity Act 2010 is unlawful. These include age, breastfeeding, employment activity, gender identity, impairment, industrial activity, lawful sexual activity, marital status, parental status, career status, physical features, political belief / activity, pregnancy, race, religious belief / activity, sex, sexual orientation and personal association. This policy applies to all activities of the organisation, including recruiting, hiring, training, transfers, promotions and benefits.

4 **Whistle-blowers**

- 4.1 Employees and representatives of the Mornington Peninsula and Western Port Biosphere Reserve Foundation Ltd are expected to take responsibility for reporting improper conduct and unsafe working conditions that have occurred or may be occurring in the workplace.
- 4.2 The Mornington Peninsula and Western Port Biosphere Reserve Foundation Ltd will not permit any form of retribution against any person who, in good faith, reports known or suspected violations of this Code of Conduct.

5 **Disciplinary Action and Dismissal**

Failure to follow this Code of Conduct may result in disciplinary action or, in some instances, dismissal from your position with the Mornington Peninsula and Western Port Biosphere Reserve Foundation Ltd.

Authorisation

Approved by Board

19th May 2011

Related documents:
2011 Volunteer Policy
2011 Staff Recruitment Policy