Statement of Policy

This Business Ethics/Code of Conduct Policy is intended to guide MADEC staff to identify and resolve issues of ethical conduct that may arise in their employment. It is designed to guide staff in their dealings with colleagues, internal and external customers, and the community.

Every employee of MADEC has four primary obligations:

- A duty of care to observe standards of equity and justice in dealing with every employee, client or customer within MADEC
- An obligation to MADEC in terms of responsible stewardship of its resources and protection of its reputation in the wider community
- An obligation to act appropriately when a conflict arises between an employee's own self interest and duty to MADEC. Where such conflict does or may arise, the issue should be disclosed initially to their manager and wherever feasible the employee will play no role in decision-making that might be associated with that issue.
- To adhere to all code of conduct requirements as required by our contractual arrangements with funding sources.

With respect to their duty of care, employees should:

- Treat other staff, clients and customers with respect and tolerance of each individual's needs.
- Treat other staff, clients and customers in a manner that enables them to maintain their dignity.
- Not allow personal relationships to affect professional relationships.
- Refrain from all forms of harassment.
- Give due credit to the contributions of other staff.
- Refrain from acting in any way that would unfairly harm the reputation and career prospects of other staff.
- Consider the desirability of intervening constructively where a colleague's behaviour is clearly in breach of this code, and be prepared to report any suspected fraud, corrupt, criminal or unethical conduct to their manager.
- Consider the impact of decisions on the well-being of others.
- Respect individuals' rights to privacy and undertake to keep personal information in confidence.
With respect to their obligation to MADEC, employees must not:

- Represent themselves as spokes-persons for MADEC unless authorised to do so in a manner consistent with their current role and duties.

- Represent themselves as acting for, or on behalf of, MADEC when undertaking any outside work.

- Engage in any outside work that would compromise their integrity and independence.

- Use resources of MADEC improperly for private gain or the gain of a third party.

With respect to conflicts of interest, employees:

- Should take suitable measures to avoid, or appropriately deal with, any situation in which they may have, or be seen to have, a conflict of interest arising out of their relationship with another employee, a client or customer. In particular, employees should avoid situations that may require them to supervise other employees with whom they have, or have had, a personal, commercial, familial or other significant relationship. Where both a supervisory role and significant relationship between employees co-exist, supervision must be openly seen to be of the highest professional standard and neither unfairly advantaging nor disadvantaging the supervisee.

- Must take care that their financial and other interests and actions do not conflict or seem to conflict with the obligations and requirements of their MADEC position.

With respect to the Code of Conduct requirements by our funding bodies:

- Must adhere to all requirements as outlined in MADEC’s funded contractual arrangements.

Review

This policy will be reviewed every two years (or more frequently as required – from audit, complaints, and non-conformances) or as new or changing processes, technologies, or products or customer requirements are introduced.

Authorised: CMT 5 February 2003
Reviewed: CMT 18 April 2007 – Authorised by CEO
Reviewed: CMT 8 July 2008 – Authorised by CEO
Reviewed: CMT 14 January 2010 – Authorised by CEO

Custodian

Max Polwarth
Corporate Services Manager