



MC2T Code of Conduct

Document number/type:	030 POL	Version:	0
Date created:	27/03/2025	Created by:	J Thompson
Date adopted:	08/04/2025	Scheduled review:	
Amendments	Version 1	Date adopted:	
Amendments	Version 2	Date adopted:	
Amendments	Version 3	Date adopted:	
Landcare NSW source template:			

PURPOSE

The Code of Conduct contains standards of behaviour expected at MidCoast 2 Tops Landcare Connection (MC2T). It is a central guide and reference to support day-to-day decision making and reflects the purpose, mission and values of MC2T.

The Code of Conduct applies to all financial members, volunteers and employees ('members') of MC2T while undertaking any role or activity related to MC2T.

OUR PRINCIPLES

The Code of Conduct is based on the following fundamental ethical principles:

1. **Respect for the Law**

MC2T members, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

2. **Respect for all Persons**

MC2T recognises that its primary responsibility is to Landcare members however, MC2T commits to treat all members of the community equitably, with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own;
- Courtesy and responsiveness in dealing with others;
- Fairness in supervising and dealing with other members;
- Making decisions that are procedurally fair to all people according to the principles of natural justice;
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction;
- An awareness and respect for cultural difference;
- Allowing for alternative points of view to be expressed;
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation; and
- Not engaging in conduct likely to bring discredit upon MC2T.

3. **Integrity**

MC2T members should carry out their duties in the best interests of MC2T and avoid conflicts between their private interests and their Landcare responsibilities with respect to:

- Personal relationships;
- Financial relationships;
- Receipt of gifts;
- Outside work;

- Use of confidential information obtained in the course of Landcare duties; and
- External activities and public comment.

4. Diligence

MC2T members should carry out their duties in a professional and conscientious manner. This involves:

- Always acting honestly, in good faith, and in the best interest of MC2T;
- Carrying out official decisions and policies faithfully and impartially;
- Seeking to attain the highest possible standards of performance;
- Exercising care for others in Landcare-related activities; and
- Committee members have an obligation to be independent in judgement and action and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Committee.

5. Safety

MC2T members should carry out their duties in a manner which follows the WHS Policy of the organisation and protects the health and safety of all members and participants attending activities/events.

6. Conflict of Interest

MC2T members must declare interests which conflict, either perceived or actual, with MC2T duties and activities. Members must not allow personal interests, or the interests of any associated person, to conflict with the interests of MC2T.

A conflict of interest may include, but is not limited to, an expressed personal value or belief, professional ethics, personal or professional relationships, financial or proprietary interests.

7. Confidentiality

MC2T acknowledges that confidential information received in the course of the exercise of official duties remains the property of MC2T.

In addition, it is improper to disclose confidential information, or allow it to be disclosed, unless that disclosure has been authorised by MC2T or the person from whom the information is provided, or is required by law.

Documents and information of MC2T should be placed in secure locations where possible and sensitive information should not be distributed without the President's consent.

GRIEVANCE, COMPLAINTS AND PROCEDURES

Breaches of this Code of Conduct or other policies of MC2T will be addressed by way of the Grievance Policy.

MC2T members should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times. The Code of Conduct is included in the induction for new Committee members and employees for them to review and sign.

Agreement to abide by the terms of MC2T Code of Conduct

I have read and agree to abide by the terms of this Code of Conduct

Name of staff member or volunteer

