

# Code of Ethics and Conduct

## Code of Ethics Guiding Principles

The Code of Ethics is a statement of the ethical principles, values and behaviours expected of staff, participants, graduates, and alumni in relation to Leadership WA and is based on three universal ethical principles:

- **Equity and Justice**

People are to be treated fairly – not discriminated against, abused or exploited. Justice is concerned with power sharing and preventing the abuse of power. A just community is one in which all members can access opportunities that allow for their full potential in that community.

- **Respect for People**

People should be treated as individuals with rights to be honoured and defended. Respect empowers others to claim their rights and to achieve their potential. Respect for the rights of other people is the basis on which individuals become members of a community and accept their social responsibility to behave with integrity.

Membership of a community means that individuals not only have rights, but also have duties and responsibilities to others to act openly and honestly. In practice demonstrating respect for others requires, for example, dealing with disagreements or differences of opinion by reasoned argument rather than by using language (words, style and tone of voice) that have the effect of inappropriately attacking or demeaning the listener.

- **Personal and Professional Responsibility**

The principle of taking personal and professional responsibility requires not only that people avoid doing harm to others, but that they exhibit courteous behaviour as part of achieving the common good. In doing so, they are expected to protect the rights of others and respect the diversity of culture and people.

## Code of Conduct

The Code of Conduct applies to all staff, participants, graduates, and alumni engaging in any Leadership WA related activity.

The objectives of the Code are to;

- Provide direction to staff, participants, and alumni about expected and appropriate conduct whilst affiliated with Leadership WA;
- Assist staff, participants, and alumni in dealing with ethical issues in ways that reflect Leadership WA's values and standards; and
- Promote professionalism and excellence.

The Code of Conduct does not and cannot cover every possible situation. You can however test yourself on whether your behaviour is ethical by asking yourself three questions:

1. Would I be happy to have what I am doing or saying to appear on the front page of a newspaper?

2. Does what I am saying or doing serve a purpose beyond self-interest?
3. Would I like to be spoken to or treated in this way?

Staff, participants, graduates, and alumni should be aware that any breach of this Code may result in disciplinary action being taken.

## **1. Equity and Justice**

### **Equity of access to employment and programs**

Leadership WA is committed to providing an environment of equal opportunity, free from discrimination for existing and potential staff, participants, graduates, and alumni in pursuit of their professional goals and the realisation of their potential to contribute to the development of the state of WA.

### **Harassment**

Leadership WA is committed to promoting a culture of inclusivity and respect. Harassment of any form such as sexism, racism or bullying has no place in such a culture, as it denies respect for the rights of others to fair treatment. Harassment may also be unlawful.

### **Discrimination**

Under Equal Opportunity legislation, discrimination occurs when a person or a group of people are treated less favourably than another person or group, in the same or similar circumstances, because of irrelevant attributes including their age, race, colour, descent, national or ethnic origin, sex, marital status, pregnancy or family responsibilities, disability, political or religious conviction or sexual orientation or gender history.

### **Bullying**

Due to the effect on the safety and health of employees and others at the workplace, violence, aggression and bullying are unacceptable under the Occupational Safety and Health Act. Bullying is a term used to describe behaviour that undermines an individual's right to dignity and respect at work. This behaviour contravenes Leadership WA's ethical values underpinning its Code of Ethics.

### **Racial Harassment**

Racial Harassment is any verbal, physical or written act which is based on a person's colour, physical characteristics, descent, country of origin, ethnic background or nationality, and is unwanted, unacceptable and offensive to the person, or those related to, or closely associated with that person. Racial harassment conflicts with Leadership WA's values and with the rights of all staff, participants and Fellows to receive fair and equitable treatment.

### **Sexual Harassment**

Sexual harassment is any form of conduct of a sexual nature that is unwanted. Such conduct can be in the form of actions or words. Sexual harassment is not about sexual attraction: it is about inappropriate and unacceptable behaviour towards a member of Leadership WA's staff, a participant, graduate, alum, visitor, or speaker. Sexual harassment conflicts with Leadership WA's values and

denies respect for the rights of others to receive fair and equitable treatment, and is unlawful under the Commonwealth Sex Discrimination Act.

## **2. Respect for People**

### **Confidentiality**

Staff of Leadership WA, participants, graduates, and alumni must take care to maintain the integrity, confidentiality and privacy of information gained through their involvement with Leadership WA. This information also includes information pertaining to Leadership WA's networks and contacts.

In instances where there is uncertainty regarding the confidentiality of information, the CEO of Leadership WA should be consulted.

### **Complaints and Concerns**

Staff of Leadership WA, participants, graduates, and alumni are entitled to a fair and equitable complaints procedure. Any complaints or concerns should be raised with the appropriate Leadership WA staff member in the first instance. In the event that a complaint or concern cannot be resolved at this level, the issue should be referred to the CEO of Leadership WA.

Staff of Leadership WA, participants, graduates, and alumni are encouraged to raise any concerns or issues directly with Leadership WA staff, rather than with their peers who are not in a position to address the concern or complaint.

### **Intellectual Property**

Intellectual property is recognised by Leadership WA and stipulates that the benefits should provide equitable returns to the originators of intellectual property, both as an incentive and reward, as well as to Leadership WA. Leadership WA has an intellectual property right over its commercial and organisational work and the staff of Leadership WA, participants, graduates, and alumni are required to respect and uphold this right.

## **3. Personal and Professional Responsibility**

Staff of Leadership WA, participants, graduates, and alumni have a personal and professional responsibility to conduct themselves in a manner that reflects the values and ethics of Leadership WA as well as their own organisation.

### **Use of Leadership WA Equipment and Facilities**

Leadership WA expects staff, participants, graduates, and alumni to use all Leadership WA equipment and facilities efficiently, carefully and honestly. Resources should be used economically, secured against theft or misuse and waste avoided. These resources should not be used for personal purposes unless express permission has been granted by the CEO of Leadership WA.