



QUEENSLAND BLUE LIGHT ASSOCIATION INCORPORATED CODE OF CONDUCT

POLICY STATEMENT

You are an employee or volunteer of the Queensland Blue Light Association Incorporated (QBLAI). The Association has a high profile and because it is linked to the Queensland Police Service, therefore the conduct, appearance and ethics of all of its workers is always under observation by our patrons and general members of the community.

Obligations

QBLAI is responsible for the provision of a wide variety of activities and programs to the community of Queensland. It must do that in the best interest of that community. Therefore, this Code of Conduct outlines general standards of work performance and ethical conduct expected of all employees and volunteers. All employees and volunteers have an obligation and duty of care to:

- Perform their duties bearing in mind their Duty of Care under the legislative requirements of the Child Protection Act;
- Comply with prevailing community standards of equity, justice, fairness and compassion in dealing with others within and beyond the company;
- Perform duties in a responsible and professional manner, with due regard for company policies and other legal requirements and obligations;
- Exert responsible stewardship of association resources;
- Promote and protect the association's reputation in the wider community;
- Act appropriately when a conflict arises between our self-interest and our duty to the company

Behaviour personal conduct

All employees and volunteers are expected to:

- Act in accordance with both the spirit and the letter of the law;
- Treat everyone with courtesy, respect, kindness, consideration, and sensitivity to their rights;
- Refrain from all forms of harassment and discrimination based on gender, race, religious belief, political affiliation, pregnancy, disability, sexual orientation or illness;
- Always act honestly, in good faith, and respectful of the trust placed in us;
- Respect each individual's rights to privacy and keep personal information in confidence;
- Consider the impact of our decisions and behaviour on the well-being of others;
- Refrain from acting in any way that would unfairly harm the reputation and career prospects of other employees;
- Refrain from allowing personal relationships to affect professional relationships;
- Refrain from engaging in any employment or calling outside QBLAI which may create or appear to create a conflict of interest or reflect adversely on QBLAI;
- Seek advice from an appropriate manager where a colleague's behaviour is perceived to be in breach of the Code, and report any suspected corrupt, criminal or unethical conduct to the State Coordinator.

Professional conduct



All employees and volunteers are expected to:

- Perform our duties diligently, impartially, conscientiously, with integrity, and to the best of our ability;
- Take our responsibility for the health and safety of ourselves and others when carrying out our duties;
- Keep up to date with advances and changes in the body of knowledge and the professional and ethical standards relevant to our area of expertise;
- Strive to always achieve the highest product, service and professional standards;
- Comply with any relevant legislative, industrial or administrative requirements including observance and application of anti-discrimination policy;
- Comply with the principles of environmental responsibility;
- Foster teamwork and collegiality among all volunteers & employees, and always give due credit to the contributions of others;
- Maintain adequate documentation to support any decisions made;
- Take no improper advantage of any official information gained in the course of our employment;
- Refrain from allowing personal political views and/or affiliations or other personal interests to influence the performance of duties or exercise of responsibilities.

Stewardship of association resources

All employees and volunteers are expected to:

- Use association technical and physical resources properly, responsibly and for legitimate purposes only;
- Seek permission before using association property for personal purposes;
- Use resources in a manner that causes no harm to the community or environment;
- Strive to always obtain value for association money spent and avoid waste and extravagance in the use of association resources;
- Secure all association property against theft or fraud;
- Maintain the integrity and security of all association intellectual property;
- Maintain the security, integrity and confidentiality of all relevant association commercial and other information.

Protection and promotion of the association's reputation

All employees and volunteers are expected to:

- Promote the association wherever possible in our professional dealings with others;
- Refrain from representing ourselves as spokespersons, or acting for or on behalf of the association unless authorised to do so (and when in doubt seek advice from the State Coordinator);
- Refrain from engaging in any activity that may compromise the association's integrity and reputation;
- When approached by any section of the media regarding association matters, refer the media source to the State Coordinator;
- Refrain from using the association's name to promote or be attached to other causes without the express approval of the State Coordinator.

Conflicts of interest

All employees and volunteers are expected to:



- Ensure that our financial and other interests and actions do not conflict or seem to conflict with the obligations and requirements of our association position – or advance our own interests over those of the association;
- Avoid any financial or other interest or undertaking that could directly or indirectly, compromise the performance of our duties;
- Take all suitable measures to avoid or deal appropriately with any situation in which we may have or been seen to have a conflict arising out of our relationship with others within or beyond the association;
- Declare our relationship when participating in decisions affecting another person with whom we have a personal relationship;
- Notify the State Coordinator as appropriate, of the existence of an actual or potential conflict of interest.

Compliance and breaches

All association employees and volunteers must comply with this Code of Conduct and report any breaches to their line manager, as appropriate, or the State Coordinator.

Employees whose conduct falls below the standards outlined in the Code will be counselled accordingly and/or disciplined in accordance with QBLAI policies and procedures.

Related documents	QBLAI Child and Youth Risk Management Statement of Commitment; QBLAI Code of Conduct; QBLAI Recruitment Policy; QBLAI Handling Disclosures and Suspicions of Harm; QBLAI Procedure for Handling Breaches; QBLAI Working with Children Checks Policy
Policy Owner	QBLAI State Coordinator
Approved by	<i>QBLAI State Board</i>
Last Review Date	8/5/21
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