

# Code of Conduct Policy

Policy No	03	Version	1.2
Drafted by	Amber Wall	Approved by Board on	7 August 2021
Responsible person	ACEL Board	Scheduled review date	August 2024

## 1 Purpose

The purpose of this Code of Conduct is to help ACEL achieve the highest standards of ethical conduct and to make clear the expectation that ACEL’s actions and activities will accord with its values.

## 2 Scope

This policy applies to all directors, branch directors, employees, branch executives, volunteers, contractors and consultants in relation to their work for or with the Australian Council for Educational Leaders and extends to clients and suppliers.

Within this policy all of these people are represented by the term “**ACEL people**”.

## 4 Policy

ACEL people are expected to behave ethically, with integrity and appropriately during the course of their employment or engagement with ACEL.

ACEL people are expected to conduct themselves professionally and respectfully at all times when at work and outside of work while undertaking work-related activities. This conduct includes:

- Complying with their contract
- Following all lawful and reasonable directions given in the course of their employment or work on behalf of ACEL
- Complying with all relevant local, state/territory and federal laws, mandatory codes and any voluntary codes or standards adopted by ACEL
- Complying with all ACEL policies and procedures
- Behaving appropriately and avoiding the use of inappropriate language
- Taking reasonable care and always behaving in a safe manner for yourself and others
- Protecting the safety of yourself and others in the workplace by not reporting for work in circumstances where you or others could be affected by, impaired by, or ‘under the influence of’ drugs or alcohol
- Working carefully and diligently and making decisions to advance the best interests of ACEL
- Not making personal profit or gain in connection with your employment or engagement other than as provided for in your contract
- Not engaging in any conduct that might damage the reputation of ACEL or any of its officers or employees
- Maintaining the confidentiality of all information, records or other materials acquired during your employment or engagement with ACEL unless authorised to disclose by the Board, CEO or an appropriate external regulatory body
- Behaving in a non-discriminatory manner at all times (this includes respect for a person’s race, colour, religion, national origin, age, sex, sexual orientation, marital status, family responsibilities, pregnancy or potential pregnancy, union membership or non-membership, mental or physical disability)
- Not engaging in bullying or harassment
- Acting ethically and with integrity by:

- Treating others as you would wish to be treated
- Considering what we **ought to do** in a given situation, not merely what we are allowed to do
- Referring any concerns, perceived contradiction or confusion between lawful (what we are allowed to do) and ethical (what we ought to do) behaviour to a senior executive, CEO or Board as appropriate for guidance
- Ensuring ACEL's policies and procedures promote its values and the aims and behaviours of the Code of Conduct and mitigating risk of encouraging unintended behaviours.

## Failure to Comply with the Code of Conduct

Breaches, or suspected breaches, of this Code shall be reported to the CEO or, in the case of a breach by the CEO, to the President of the Board for investigation.

The CEO will report significant breaches of the Code to the Board in a timely manner.

ACEL people may be subject to disciplinary action, up to and including termination of employment or contract, where it is established that you have breached the Code of Conduct.

## Review Date

This policy is to be reviewed every three years or earlier if the need arises, to ensure that the policy is operating effectively.

## Contacts

For questions about this policy, contact the board or the Company Secretary via email:

[company.secretary@acel.org.au](mailto:company.secretary@acel.org.au)