



## KOKATHA ABORIGINAL CORPORATION RNTBC (KAC)

### Code of Conduct

<date>

Policy number	Version
Drafted by	
Responsible person	

### Record of Policy Development

Date	Version	Change Description	Author

### Related Documents

*Kokatha Aboriginal Corporation RNTBC Rule Book*



## 1. Introduction

The Kokatha Aboriginal Corporation RNTBC (**KAC**) is committed to ensuring that all KAC directors, members, staff, volunteers, contractors, visitors and Kokatha Common Law Holders treat each other with respect and courtesy while working to achieve KAC's objectives.

## 2. Purpose

The purpose of the Code of Conduct is to outline expected standards of behaviour and consequences of not meeting those standards.

The Code of Conduct applies to:

- KAC directors, members, staff, volunteers, contractors, visitors and Kokatha Common Law Holders;
- to behaviour that is physical, verbal and written;
- to what you do in person as well as on social media, by letter, email or text message, telephone or video link or by any other means;.
- all KAC business and activities including, but not limited to, the KAC office, KAC meetings, events and activities, and meetings or events held by KAC in its capacity as agent for the Kokatha Native Title Holders (Common Law Holders) such as Common Law Holder meetings.

## 3. Expected behaviours – how to behave

You are required to follow the Code of Conduct and must:

- Behave professionally, honestly and with integrity;
- Treat everyone with respect and courtesy;
- Not act in a way that significantly interferes with the operation of KAC or meetings or brings KAC into disrepute;
- Act in the best interest of KAC and the Kokatha People as a whole;
- Disclose and avoid conflicts of interest;
- Not come to work or attend meetings/events under the influence of alcohol or any illegal drug or other substance;
- Keep confidential information you get as a director, staff, member or Kokatha Common Law Holder that is confidential;



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- Use all KAC assets with care and respect and follow the operating and safety instructions;
- Use KAC resources in a proper manner and following “reasonable private use” policies.
- Comply with any reasonable and lawful direction given by managers and supervising staff;
- Attend work and meetings on time and in appropriate attire, observing any dress or safety requirements;
- Follow directions for social distancing, face masks or other protective measures;
- Comply with the KAC Rule Book and policies, Chief Executive instructions and any other lawful directives as adopted from time to time.

The Code of Conduct applies what you do or say in person as well as on social media, by letter, email or text message, telephone or video link or by any other means.

The Code of Conduct must be followed when attending KAC meetings (including Kokatha Common Law Holder meetings held by KAC), representing KAC in any capacity or making representations about KAC including directors, staff and other members.

The following example behaviours are not acceptable and would breach the Code of Conduct:

- Rudeness
- Harassment
- Insulting behaviour
- Aggression
- Derogatory and offensive language
- Verbal abuse
- Denigrating the Corporation, directors, staff or members
- Physical abuse
- Bullying and intimidation
- Threats
- Making or sharing false and defamatory statements

## 4. Breaches

If you behave in a way that does not meet the expected behaviours set out above, you will be in breach of the Code of Conduct.

Breaches of the Code of Conduct will be assessed and determined by the Board of Directors or KAC CEO as a delegate of the Board or if at a meeting by the Chairperson of the meeting as appropriate. The KAC CEO will assess and determine breaches of Code of Conduct by staff.



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The alleged breach will be assessed based on the information available to the Board of Directors or KAC CEO or Chairperson of the meeting and may include asking the person who is alleged to have breached the Code of Conduct to respond to an alleged breach.

## 5. Consequences

If you breach the Code of Conduct, depending on the nature of the breach KAC can take any or all of the following actions:

- issue you a warning;
- request an apology;
- restrict you from contacting directors, staff or the office;
- restrict you from attending the KAC office or events in person;
- suspend you from receiving benefits from KAC community programs as per KAC policies;
- any such other consequence as may be appropriate.

The nature of a breach and its seriousness will be taken into account when considering the consequences.

If the breach occurs at a meeting or event, you may be issued with a warning and/or be asked to leave the meeting or event. If you are asked to leave, you must do so immediately and not return to that meeting or event.

If the breach occurs in relation to KAC staff or the KAC office, you may be issued with a warning and/or restricted from contacting staff or attending the KAC office in person.

## 6. Review and dispute resolution

If you have been found in breach of the Code of Conduct and you do not agree that you have breached the Code of Conduct you may:

1. Write\* to either the Board of Directors or KAC CEO (depending on who has assessed and determined the breach) setting out why you do not believe you have breached the Code of Conduct and any supporting evidence.

*\*If you need assistance to put your request for a review in writing, please contact the KAC office.*

2. The Board of Directors or KAC CEO (depending on who has assessed and determined the breach) will consider your response within 30 days.



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3. As part of considering your response, the Board of Directors or KAC CEO (depending on who has assessed and determined the breach) may arrange a meeting with you (if appropriate) to discuss your response.
4. The Board of Directors or KAC CEO (depending on who has assessed and determined the breach) will provide a written response to you within 14 days of a decision being made about your correspondence and will provide you with the reasons for their decision. A decision of the Board of Directors will be final.
5. If the decision maker is the KAC CEO, you may ask the Board of Directors to further review the decision. A decision of the Board of Directors will be final.
6. If you still disagree with the outcome, the Dispute Resolution process in the Rule Book can be initiated by submitting a dispute notice pursuant to rule 21.3.

## **7. FLOW CHART**