

# Code of Conduct

## OUR VISION

Leading the change to end male family violence in Australia.

## OUR MISSION

We provide policy advice, practice development, service delivery and advocacy to end men's family violence.

We will continue to be the lead agency in Australia to address men's use of family violence, power and privilege.

## OUR VALUES

**Accountability** - *Accountability* to self, others, values of the organisation. We hold self and others accountable for measurable high-quality, timely and cost-effective results. We determine objectives, set priorities and delegate work. We accept responsibility for mistakes and comply with transparency, established systems and rules.

**Gender Equity** - *Gender Equity* leads to equality. We develop specific measures, allocate resources, design programs and make decisions that are designed to eliminate inequalities between women and men, tackle discrimination and ensure opportunities.

**Leadership** - We have the capacity to inspire individuals to give of their best to achieve a desired result and to maintain effective relationships with individuals and the team as a whole.

**Change** - We believe *change* is possible. We undergo transformation or transition. We accept the need to *change* and adapt positively to change. Our work focusses on understanding the vision of the future and ensures others are encouraged and positively supported to manage *change*.

**Respect** - We deal *respectfully* with people from all parts of the community. We demonstrate a solid understanding of difference and embrace diversity. We are open to listening and honouring alternative views. This value is an expression of how we conduct ourselves.

## OUR GUIDING PRINCIPLES

Our work is underpinned by the following principles:

- We are a pro-feminist organisation and we acknowledge the gendered nature of family violence.
- The safety of women and children is central to what we do, and their voices must be heard.
- A man's use of violence is a choice and men must take responsibility for their behaviours.
- We acknowledge that all women, men and children can be adversely affected by family violence.
- The definition of 'family' includes same-sex relationships and mixed or blended families.
- We are committed to demonstrating equity, inclusion and diversity in our organisation.

## Affirmation

This Code of Conduct affirms NTVs belief in responsible social and ethical behaviour. All NTV People [employees, volunteers (including Board and students), consultants and contractors of NTV] are responsible for their conduct and behaviour when engaging with or on behalf of NTV. All NTV people are expected to act in accordance with this Code of Conduct and all policies at NTV.

***As an employee, volunteer, contractor, consultant of NTV I will:***

1. Act in accordance with NTV Vision, Mission, Values and Guiding Principles.
2. Support NTV, publicly and privately, to achieve our vision, mission and goals.
3. Abide by NTV policies, procedures, guidelines, processes *etc.* at all times.
4. Act and maintain a high standard of integrity and professionalism.
5. Ensure that the safety and voices of children are always at the centre of our planning, development, service delivery and employment obligations.
6. Act with care, diligence and in accordance with any funding body guidelines, professional codes of ethics etc.
7. Exercise respect, ethics, fairness, equality, courtesy, consideration and sensitivity when dealing with all NTV people, clients and stakeholders, *e.g.* visitors, suppliers, trainers, funding bodies .
8. Demonstrate appropriate personal and professional boundaries when dealing with all NTV people, clients and stakeholders, *e.g.* visitors, suppliers, trainers, funding bodies.
9. Create a safe environment that promotes and enables participation for all and is welcoming, culturally safe and inclusive for all regardless of race, religion or religious beliefs, LGBTIQ+ status, ability, Aboriginal and Torres Strait Islander etc.
10. Not provide false or misleading information in response to a request for information that is made for official purposes.
11. Comply with any lawful and reasonable direction given by someone in NTV who has the authority to give the direction.
12. Always maintain appropriate privacy and confidentiality.
13. Disclose and take reasonable steps to avoid any conflict of interest (real or apparent) in the course of my employment.
14. Use NTV resources in a proper manner.
15. Not make improper use of inside information, or my duties, status, power or authority in order to gain, or seek to gain, a benefit or advantage for myself or any other person.
16. At all times behave in a way that upholds the integrity and good reputation of NTV.
17. Speak up when others do not act in accordance with the Code of Conduct.
18. Declare any perceived, potential or real conflicts of interest to the CEO or COO as soon as I become aware of it.
19. Promptly report any concerns to my direct line manager, Human Resources Manager, another member of the NTV leadership team, or the Chief Executive Officer.
20. Follow NTV policies and procedures for receiving and responding to complaints and concerns.

***As an employee, volunteer, contractor, consultant of NTV I will not:***

21. Act in a way to bring NTV into disrepute.
22. Engage in any unlawful or unethical activity.
23. Work whilst under the influence of alcohol or prohibited drugs.

## **ACKNOWLEDGEMENT AND ACCEPTANCE**

I agree to abide by the NTV Code of Conduct during my employment / engagement with NTV. I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment / engagement with NTV.

Full name:

Signature:

Date:

## **Document Owner**

The Human Resources Manager is the subject matter expert and person responsible for this document review.

## **Quality Control Table**

<b>Version:</b>	<b>Reference:</b>	<b>Date last updated:</b>	<b>Last updated by:</b>	<b>Approved by:</b>	<b>Date approved:</b>	<b>Review Date:</b>	<b>SharePoint file-path:</b>
FINAL	HRM001	05/07/2022 – formatting only	Peter Clarke	CEO	13/11/2020	13/11/2022	<a href="#">HERE</a>