



# CODE OF CONDUCT - EMPLOYEES

It is very important that all employees, managers, contractors, temporary employees and work experience personnel maintain high moral and ethical standards at all times and behave in a manner which underpins the basis of the Australian Bowhunters Association Code of Conduct.

The Code of Conduct is not intended to be exhaustive and therefore it cannot specify every expectation nor outline every situation which may morally and ethically compromise an individual or Australian Bowhunters Association.

Australian Bowhunters Association employees, managers, contractors, temporary employees and work experience personnel are expected to participate by acting with justice, compassion, integrity, honouring the dignity of others and by adopting the following code of conduct at all times, during their employment:

- Behave in a professional, honest and ethical manner which upholds the reputation of the Association;
- Treat fellow employees, managers, volunteers, work experience personnel, temporary employees, contractors, members, coaches, parents/carers, suppliers, customers, Executive Committee members and all other persons with whom they deal with respect and in a non-discriminatory manner.
- Maintain a professional image, including of an appropriate standard of dress and grooming;
- Comply with all relevant legislation;
- Maintain appropriate level of confidentiality during all business dealings;
- Disclose any real or apparent conflict of interest which may arise;
- Refrain from undertaking illegal or improper actions;
- Report any illegal or improper actions or impending actions;
- Refrain from accepting or offering any gift, gratuity (except where in line with company policy) or bribe;
- Refrain from misuse of ABA property;
- Undertake position responsibilities and obligations with due diligence and care;
- Resolve disputes or grievances with respect and fairness to others
- Whilst travelling for ABA purposes, behave in a manner which is in accordance with the code of conduct.

## Obligation to report breaches

Individuals who become aware of or suspect a violation of the Code of Conduct must report the matter promptly to their manager and/or the National President of the Executive Committee

## Breaches of the Code of Conduct

Violations of the Code of Conduct may result in disciplinary action.

For further information about violations or suspected violations, please contact the National President.

Breaches of this policy will be dealt with in line with Australian Bowhunters Association Disciplinary and Performance Management Policy and Procedure.

## **Related Documents**

Australian Bowhunters Association Executive Committee Code of Conduct  
Australian Bowhunters Association Equal Opportunity and Prevention of Workplace  
Discrimination, Bullying and Harassment Policy  
Australian Bowhunters Association Disciplinary and Performance Management Policy and  
Procedure  
Australian Bowhunters Association Confidentiality Policy  
Australian Bowhunters Association Drug and Alcohol Policy  
Australian Bowhunters Association Constitution

## **Date Effective**

October 2018

## **Next Review Date**

October 2019 or in the event of Legislative change