

Physical Disability Australia (PDA) Code of Ethics Policy & Code of Conduct

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Drafted By	Tim Harte	Most Recent Review Date	28/09/2024
Person Responsible	PDA CEO	Next Review Date	28/09/2026

INTRODUCTION

The ethical climate of an organisation is an essential element in establishing its credibility and furthering its mission. An organisational culture that takes ethical considerations into account at every point cannot be produced simply by having the Board lay down a code; ethical principles must arise from consultation with and responsiveness to the organisation's members, employees, volunteers, and stakeholders.

PURPOSE

This policy is designed to provide guidelines for procedures that will allow Physical Disability Australia Ltd (PDA) to evolve a consensus on the ethical principles that should guide its conduct.

POLICY

PDA commits itself to operating in accordance with an ethical code drawn up through agreed procedures following consultation with members, employees, volunteers, and stakeholders.

RESPONSIBILITIES

The Board shall be responsible for carrying out the process of developing a Code of Ethics/Conduct for the organisation.

The PDA CEO shall be responsible for disseminating the eventual Code of Conduct and of ensuring its observance.

PROCESS

The Board shall consult with members, employees, volunteers, and stakeholders on

- The values that the organisation wishes to embody, and
- The specific ethical imperatives that are implied by these values.

The discussions around these issues should be used as a means to raise awareness of the significance of ethical attitudes to the effective operation of the organisation.

The Board shall then

- Review the policies of the organisation to ensure that these are not in conflict with the organisation's ethical principles, and
- Draw up a Code of Conduct for the organisation.

It should be noted that the organisation's ethical position is represented both by the organisation's policies and by its Code of Conduct, and any particular ethical guideline does not necessarily need to be repeated in both.

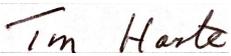
The Board may make any alterations it sees fit, and the resulting Code of Conduct.

Once the Code of Conduct has been approved by the Board it shall be implemented by the organisation. Procedures should then be instituted to provide sanctions and penalties for breaches of the Code of Conduct.

RELATED DOCUMENTS

- Code of Conduct
- Conflict of Interest Register

AUTHORISATION



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Interim President
28 September 2024
Physical Disability Australia



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28 September 2024
Physical Disability Australia

APPENDIX – CODE OF CONDUCT

Any breach of a PDA policy or constitutional rules; by directors, office bearers, employees, and volunteers; unintentional or otherwise will be regarded as a breach of this code of conduct.

Members

- Shall observe the provisions of the Constitution, policies, and rules of the organisation;
- Shall treat the other members of the organisation, and the staff of the organisation, and the office-bearers of the organisation with respect; and
- Shall not so act as to bring the organisation or its mission into disrepute.

Members, Directors, Office Bearers, Employees, and Volunteers

- Shall maintain the confidentiality of all sensitive information obtained through their association with PDA and shall not disclose such information to any unauthorised person or entity;
- Shall declare any potential or actual conflicts of interest that may arise in the course of their duties and shall refrain from participating in decisions or actions where such conflicts exist;
- Shall adhere to the highest standards of ethical conduct in all activities associated with the organisation, avoiding any behaviour that may compromise the integrity of the organisation;
- Shall actively promote an environment of inclusivity and non-discrimination, ensuring that all individuals are treated fairly, regardless of race, gender, age, disability, sexual orientation, religion, or any other characteristic;
- Shall promptly report any unethical behaviour, misconduct, or breach of the Code of Conduct to the appropriate authority (the CEO/President) within the organisation, ensuring that such matters are addressed in a timely and appropriate manner.

Directors

- Shall, in all business conducted on behalf of PDA, place the interests of the organisation over their own interests or those of any other person or persons;
- Shall observe the provisions of the Constitution, policies, and rules of the organisation;
- Shall, as far as possible, attend all meetings of the Board, and, in the event that they are prevented from attending any meeting of the Board, shall notify the PDA CEO (acting in the capacity of Board Secretary) of their absence in advance of the meeting;
- Shall devote to their duties the amount of time required to carry them out thoroughly and effectively;
- Shall undertake any training necessary for the performance of their duties;
- Shall treat the members, other Directors, office bearers, volunteers and employees of the organisation with respect; and
- Shall not so act as to bring the organisation or its mission into disrepute.

Directors and Office Bearers

- Shall ensure that decision-making processes are transparent, well-documented, and communicated effectively to relevant stakeholders;
- Shall exercise due care, diligence, and skill in managing the finances and resources of the organisation, ensuring that all financial decisions align with the mission and goals of the organisation;
- Shall set a positive example for others within the organisation, demonstrating commitment, professionalism, and integrity in all actions and decisions.

Office Bearers

- Shall carry out enthusiastically and competently the duties assigned to the position;
- Shall, in all business conducted on behalf of PDA, place the interests of the organisation over their own interests or those of any other person or persons;

- Shall observe the provisions of the PDA Constitution, policies, and rules of the organisation;
- Shall, as far as possible, attend all meetings of the Board, and, in the event that they are prevented from attending any meeting of the Board, shall notify the PDA CEO (acting in the capacity of Board Secretary) of their absence in advance of the meeting; and
- Shall devote to their duties the amount of time required to carry them out thoroughly and effectively;

Employees and Volunteers

- Shall, in all business conducted on behalf of PDA, place the interests of the organisation over their own interests or those of any other person or persons;
- Shall observe the provisions of the Constitution, policies, and rules of the organisation, including any policies on conflict of interest;
- Shall enthusiastically and competently carry out the duties specified by their contract of employment;
- Shall treat PDA members, Directors, office bearers and other volunteers and employees with respect;
- Shall undertake any training necessary for the performance of their duties;
- Shall, in any work carried out for the organisation, follow the directions of their designated supervisors; and
- Shall not so act as to bring the organisation or its mission into disrepute;
- Employees and Volunteers shall comply with all health and safety policies and procedures established by the organisation, ensuring a safe and secure working environment for themselves and others;
- Shall engage in open and constructive communication with their supervisors and peers, providing and receiving feedback in a manner that contributes to the continuous improvement of the organisation's operations.

APPENDIX – DISCIPLINARY MEASURES – THREE STRIKES APPROACH

To maintain a respectful and professional environment, the following disciplinary measures will be implemented for any breaches of the Code of Conduct:

First Strike: Formal Warning

- Upon the first breach of the Code of Conduct, a formal written warning will be issued. This warning will detail the nature of the breach, reference the specific section of the Code of Conduct that was violated, and outline the expectations for future behaviour. This warning will be communicated directly to the staff member, volunteer, Director, or Office Bearer involved and will be recorded in PDA official records folders by the CEO. A simple majority vote of the executive committee will be required to issue a first strike formal warning notice.

Second Strike: Probationary Period

- A second breach of the Code of Conduct will result in the individual being placed on a probationary period. During this period, their conduct will be closely monitored, and they will be required to engage in a remediation process, which may include training or counselling. The details of the probation, including its duration and conditions, will be communicated in writing. Any further violations during this period may lead to more severe consequences. A simple majority vote of the executive committee will be required to issue a second strike probationary period notice.

Third Strike: Review and Board Decision

- A third breach will trigger a formal review process by the Board. The individual will have the opportunity to present their case, after which the Board will deliberate and vote on the appropriate disciplinary action. This may include suspension, demotion, or in severe cases, initiating processes for removal from their position as per the relevant constitutional clauses. The decision of the Board will be final and communicated in writing.

Board Voting Process

If the matter is escalated to the Board following a third strike, the Board will conduct a vote on whether to take disciplinary action against the individual in question.

The following process will apply:

- A meeting of the Board will be convened within a reasonable time frame following the third breach.
- The individual will be notified of the meeting and given the opportunity to present their defence either in writing or in person.
- The Board will consider all evidence, including the nature of the breaches, the individual's past conduct, and any mitigating factors.
- A majority vote will determine the outcome. Possible actions include further warnings, suspension, demotion, or initiating processes for their removal from office as permitted by the organisation's constitution.
- The decision of the Board will be communicated to the individual in writing within 1 week following the vote.

PDA is committed to ensuring that all disciplinary measures are conducted fairly, consistently, and in line with our values of respect, integrity, and accountability.