



Maleny Neighbourhood Centre is a NFP community resource, responding to diverse local needs. We deliver emergency relief, facilitating community networks and connections. Maleny Neighbourhood Centre fosters resilient and fair communities and a just society where diversity is celebrated and participation encouraged.

17 Bicentenary Lane
 Maleny, QLD, 4552
 Phone: (07) 5499 9345
 Email: info@malenync.org.au
 Open Mon - Fri: 9am - 3pm
 and booked activities anytime



In the Heart of Maleny ...

FINAL

MALENY NEIGHBOURHOOD CENTRE		
2017 ETHICS POLICY v2		
Authorised By: MNC Management Committee 14/3/17		
Responsibility for the review:	Management Committee and Centre Coordinator / Development Worker (CCDW)	
Date last review:	Reviewed By:	Date of next review:
14/3/17	CCDW & MNC Management Committee	14/3/20
	(Signature)	
Review Process:	This Policy will be reviewed by the CCDW and Management Committee and approved by the Management Committee on or prior to the next date of review.	
Documentation and Communication:	Any decisions requiring policy changes will be recorded in the Minutes of Maleny Neighbourhood Centre Management Committee and forwarded to CCDW for action and updating of policy documents. Policy changes relevant to staff and volunteers will be either emailed out or discussed at staff and volunteer meetings.	
POLICY CONTEXT:		
The mission of Maleny Neighbourhood Centre (MNC) is to foster resilient and fair communities and a just society where diversity is celebrated and participation encouraged. The legal body of MNCA Inc is committed to ensuring, as far as reasonably practicable, the health, safety and welfare of employees, volunteers, contractors and visitors to the MNC building and grounds.		
Queensland Standards for Community Services:	Standard 1 Governance and Management	
Other Standards:	<ul style="list-style-type: none"> The UN Global Compact's ten principles in the areas of human rights, labour, the environment and anti-corruption enjoy universal consensus and are derived from: Appendix 2 	

	<ul style="list-style-type: none"> • The Universal Declaration of Human Rights www.un.org/en/documents/udhr/ Appendix 3 • The International Labour Organisation's Declaration on Fundamental Principles and Rights at Work www.ilo.org/declaration/lang--en/index.html Appendix 4 • The Rio Declaration on Environment and Development http://www.un.org/documents/ga/conf151/aconf15126-1aannex1.htm Appendix 5 • The United Nations Convention Against Corruption http://www.unodc.org/documents/treaties/UNCAC/Publications/Convention/08-50026_E.pdf Appendix
Relevant Policies:	Confidentiality and Privacy Code of Conduct
Forms or other organisational documents:	Maleny Neighbourhood Centre Assn Inc Strategic Directions, including the Centre's vision, mission and objectives; Induction Kit
Legislation or other requirements:	The Associations and Incorporations Act of 1987 Workplace Health and Safety Act. 1995.) Anti Discrimination Act. 1991 Privacy Act 2000. Community Services Act 2007 (QLD)
Purpose and Commitment	<p>The Maleny Neighbourhood Centre Association Inc (MNCA Inc) Ethics Policy aims to formalise the ethical principles that underpin our Centre's social, ethical and environmental commitments. The Code of Ethics and Code of Conduct provide operational guidelines and clear standards of behaviour and decision making for Staff, volunteers and the Management Committee.</p> <p>The ethics or values of an organisation are explicitly or implicitly reflected in its operation, decision-making, activities, and partnerships. Having an Ethics Policy, Code of Ethics and Code of Conduct helps ensure all transactions are aligned with the values of the Centre.</p> <p>MNC's Ethics Policy guides the organisation to embrace, support and enact the core set of values in the areas of human rights, labour standards, the environment and anti-corruption as specified by the UN Global Compact</p>
SCOPE	The Maleny Neighbourhood Centre Inc has developed a range of policies and initiatives in line with social justice principles and current legislation. This policy outlines a code of ethics that identifies a set of values by which staff and volunteers are expected to conduct themselves in the course of their work and in representing the organisation.
POLICY	The following principles are taken from the UN Global Compact. MNC is committed to adhering to these principles.

	<p>Labour</p> <ul style="list-style-type: none"> ● Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining; ● Principle 4: the elimination of all forms of forced and compulsory labour; ● Principle 5: the effective abolition of child labour; and ● Principle 6 the elimination of discrimination in respect of employment and occupation. <p>Environment</p> <ul style="list-style-type: none"> ● Principle 7: Businesses should support a precautionary approach to environmental challenges; ● Principle 8: undertake initiatives to promote greater environmental responsibility; MNC’s Ethics Policy guides the organisation to embrace, support and enact the core set of values in the areas of human rights, labour standards, the environment and anti-corruption as specified by the UN Global Compact ● Principle 9: encourage the development and diffusion of environmentally friendly technologies. <p>Human Rights</p> <ul style="list-style-type: none"> ● Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and ● Principle 2: make sure that they are not complicit in human rights abuses. <p>Anti-Corruption</p> <ul style="list-style-type: none"> ● Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.
<p>PROCEDURE:</p>	<p>MNC’s Code of Ethics provides guidelines for volunteers, staff and Management Committee as follows:</p> <p>Labour</p> <p>As a service organisation, MNC’s people are key to its success in meeting the organisation’s mission and objectives. MNC respects and values the individuality and diversity that every volunteer, staff member and committee member brings to the organisation and seek to create a positive, open working environment.</p> <ul style="list-style-type: none"> ● MNC is committed to basing relations with our people on respect for the dignity of the individual and fair treatment for all. ● MNC will actively promote equal opportunity, equality and diversity irrespective of race, ethnic or national origins, gender, sexuality, disability, marital status and religious belief. ● MNC aims to recruit and promote volunteers and staff on the basis of their suitability for the job, without discrimination. ● MNC aims to foster effective communication to enable all our volunteers and staff to perform their work effectively. This will include encouraging and helping them to develop relevant skills to progress their careers.

	<ul style="list-style-type: none"> ● MNC places the highest priority on the health and safety of our people and the safety of the environment in which they work. ● MNC does not tolerate any form of discrimination or sexual, physical, mental or other harassment of any kind towards our people whether from our people or others. ● MNC will act to ensure that all persons of all abilities have access to the resources, services and opportunities the Centre offers which might contribute to their well being. ● MNC will aim to expand choices and opportunities for all persons with special regard for disadvantaged or oppressed groups and persons. ● MNC will encourage respect for the diversity of cultures that constitute Australian society ● MNC will encourage informed participation by members of the community in addressing relevant social and personal issues. ● MNC will act to prevent practices that are inhumane or discriminatory against any persons or group of persons. <p>Environment In supporting a precautionary approach to environmental challenges,</p> <ul style="list-style-type: none"> ● MNC will strive to minimise the Centre’s environmental impact and to protect the natural environment. ● MNC will undertake initiatives to promote greater environmental responsibility. ● MNC will act to ensure the efficient, effective and sustainable use of resources and will take into account full lifecycle impacts when purchasing goods and services. ● MNC will ensure animals are treated with consideration and sensitivity. <p>Human Rights In keeping with the UN Global Compact principles derived from the Universal Declaration of Human Rights,</p> <ul style="list-style-type: none"> ● MNC will support and respect the protection of internationally proclaimed human rights. ● MNC will make sure it is not complicit in human rights abuses and will consider carefully country of origin of goods and services to avoid inadvertently supporting countries that do not adhere to the Universal Declaration of Human Rights. <p>Anti-Corruption In line with Principle 10 of the UN Global Compact,</p> <ul style="list-style-type: none"> ● MNC will work against corruption in all its forms, including extortion and bribery. ● MNC will strive to ensure the Centre is not exploited for the purpose of money laundering, drug trafficking or tax evasion.
Confidentiality and Privacy:	At all times staff, volunteers and committee members should ensure that confidentiality is maintained with respect to all information obtained whilst conducting the business of the Organisation. This is particularly the case in relation to information regarding clients,

	<p>and the personal circumstances of staff and committee members (see MNC's Confidentiality and Privacy Policy).</p> <p>When privileged information about service operations or the personal circumstances of clients, staff, volunteers or committee members are known, staff, volunteers and committee members should act professionally and maintain a high standard of conduct when discussing this information internally within the Organisation.</p> <p>Confidentiality may only be relaxed in the event that staff, volunteers or committee members are concerned that there exists a serious threat to a person's safety/wellbeing or there is a serious threat to the stewardship of the Organisation.</p>
Value Based Conduct:	<p>Staff, volunteers and committee members must act professionally and abide by the Organisation's Policies and Procedures when conducting business or when representing Maleny Neighbourhood Centre Inc. In conducting the Organisation's business they should work in ways that:</p> <ul style="list-style-type: none"> ● Allow for the expression of diverse cultures. ● Respect the rights of individuals, groups and communities to self-determination and to make decisions that affect the future of the individual, or those groups/communities. ● Freely allow for articulated and objective opinions to be expressed concerning the business of the organisation so as to enhance efficiency and effectiveness of service delivery. ● Ensure that all meetings are conducted in an appropriate and courteous manner and that those who are least likely to be vocal are given opportunity to participate and have their say in all decision making procedures.
Relationship with Employing Organisation	<p>All staff, volunteers and committee members should recognise the stated aims of the Organisation, contribute towards these, and work towards the best possible standards of service delivery to the local community. Staff, volunteers and committee members, whilst conducting the Organisation's business should operate at all times within the legally defined structure (refer Constitution). All actions should be consistent with upholding the objectives of the Organisation and seek to further the reputation of the Organisation.</p>
Transparency and Accountability	<p>Maleny Neighbourhood Centre Inc is committed to fair and just administrative practices that are transparent to all and to financial management practices that promote full accountability for all funding. Administration of public funding agreements will include:</p> <ul style="list-style-type: none"> ● Detailed and accurate reporting of the true financial position of the Organisation. ● Compliance with all legal and recognised Accounting Standards. ● Compliance with funding guidelines.

Legislative Requirements	Maleny Neighbourhood Centre Inc is committed to being a responsible employer and provider of programs and services. Staff and Committee members are responsible for ensuring that they are aware of their legal rights and responsibilities to the Organisation.
Integrity	All staff, volunteers and committee members need to act with integrity in relation to their defined role within the Organisation. Maleny Neighbourhood Centre Inc recognises that Conflict of Interest issues can and do occur within the Organisation and that individual dealings and decisions should be at 'arm's length'. Please refer to the Conflict of Interest Policy.
Diligence	All staff, volunteers and committee members will aspire to performing their work with diligence, undertake their roles and tasks in a professional manner and in accordance with the policies, procedures and guidelines as determined by the Organisation.