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IBN Corporation Code of Conduct

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Title

Code Of Conduct

Purpose

The purpose of the Code of Conduct is to ensure that the behaviour of all employees, contractors (including Representative Corporations), Members and Board Members result in:

- IBN Members feeling valued.
- IBN Employees and contractors (including Representative Corporations) working in a safe environment where they and their work are valued.

It is an expectation that all employees, contractors (including Representative Corporations), Members and Board Members will comply with the Code of Conduct to create an environment where our collective efforts can focus on bringing together the strength and power of the Yinhawangka, Banyjima and Nyiyaparli communities, to keep culture, lore and language strong by improving the opportunities for members and their children and their future generations to be in control of their own lives, culture and country.

Conduct Areas

Cultural Safety

As employees, contractors (including Representative Corporations), Members and Board Members:

- we create culturally safe and responsive work environments.
- we provide culturally safe services for the Yinhawangka, Banyjima and Nyiyaparli people.

Behave professionally and with integrity.

We are honest and trustworthy in our relationships, and demonstrate dignity and integrity at all times, both at work and in the community.

Embrace equity, diversity and inclusion.

We celebrate and embrace people from all backgrounds and value every person as an individual.

Maintain safety and wellbeing.

We maintain the safety and wellbeing of IBN employees, contractors (including Representative Corporations), Members and Board Members. We have a right to a safe workplace that is free from: unlawful discrimination, harassment, victimisation, bullying, verbal abuse, physical assault and threats of violence including abusive remarks on social media ('trolling'). IBN employees, contractors (including Representative Corporations), Members and Board Members will maintain an environment where we are all treated with dignity and respect.

Behave honestly.

We are honest and truthful in our behaviours, and we call out instances of fraudulent and corrupt conduct.

Use IBN resources responsibly.

We use the resources (including our time) of Yinhawangka, Banyjima and Nyiyaparli people in a responsible and accountable manner.

Gifts and benefits

We observe integrity and ethics when receiving or offering gifts and benefits associated with IBN business.

We will not solicit IBN employees or directors for favours, money, cigarettes or anything else ('humbugging').

Declare and manage conflicts of interest.

We ensure that our personal or private interests and affiliations do not conflict, or appear to conflict, with our IBN responsibilities.

Recruit and Lead equitably.

We follow IBN policies, procedures and guidelines. We recruit according based on merit while actively providing opportunities for Yinhawangka, Banyjima and Nyiyaparli people.

Make accountable procurements.

We conduct ethical, honest and fair procurement activities, and manage contracts appropriately.

Breaches of the Code of Conduct

Allegations of breaches of the Code of Conduct by any employees, contractors (including Representative Corporations), Members and Board Members will be fully investigated. Depending on the severity of the breach, the outcome of investigations may result in disciplinary actions for contractors (including Representative Corporations), employees or Directors. Members may have access to IBN services and supports, restricted, suspended or terminated.

Reporting Breaches of the Code of Conduct

IBN welcomes employees, contractors (including Representative Corporations), Members and Board Members to safeguard our organisation by raising concerns regarding suspected misconduct, including any breach of the Code of Ethics.

As a first point of contact, the matter should be discussed with, or referred to, any of the following:

- Employees: Line manager, HR, other senior leaders (IBN Employee Grievance Policy), Safety Committee.
- Contractors (including Representative Corporations) (Including Representative Corporations): IBN Manager or Representative Director or via the IBN Whistle Blower Policy (if relevant)
- Members: feedback@ibngroup.com.au or any IBN Manager or staff member

Duties and Responsibilities

The **Board** is responsible for approval of and their adherence to this policy.

The **CEO, Managers and supervisors** are responsible for ensuring that their teams and contractors (including Representative Corporations) understand and adhere to this policy.

Human Resources is responsible for:

- managing and monitoring this policy
- supporting compliance
- providing regular reports to the CEO, and
- for confidential record-keeping.

Employees are responsible for complying with this policy.

Representative Corporations are responsible for ensuring that their Members understand and adhere to this policy.

Monitoring, Evaluation and Review

Human Resources will monitor compliance with this policy.

This policy will be subject to periodic audit and review by the CEO and IBN Board.

This policy will be reviewed annually as a minimum.

Definitions and Abbreviations

Term	Meaning
CEO	Means the IBN Chief Executive Officer.
HR	Means the IBN Human Resources department.
Immediate family or household	As defined by the NES, immediate family means the spouse, de facto partner, child, parent, grandparent, grandchild, sibling of the employee, or a similar relation of the employee's spouse or de facto partner. A household member is any person who lives with the employee. (See sections 12 and 97 of the <i>Fair Work Act 2009</i> .)
Manager	Means a person employed as a member of the senior management team reporting to the CEO.
Contractor	Any person carrying out work on behalf of IBN or at the request of IBN that is not directly employed by IBN
Representative Corporation	Banyjima Aboriginal Corporation Milyuranpa Banyjima Aboriginal Corporation Minadhu Aboriginal Corporation Niyiparii Aboriginal Corporation
The Board	IBN Board of Directors
Members	Registered Members of IBN

2. Associated Documents

EXEC-IBN Managing Conflicts of Interest Policy - 3

EXEC-IBN Risk Management Policy - 2

EXEC-Whistleblower Policy -1

HR- Prevention of Workplace Bullying -Policy-5

WSH-WSH Policy-1

3. References

<https://www.dlgsc.wa.gov.au/local-government/strengthening-local-government/local-government-act-reform/priority-reforms/local-government-employee-code-of-conduct>

<https://www.wa.gov.au/government/multi-step-guides/developing-code-of-conduct>

Fair Work Act 2009 (National Employment Standards)

Social, Community, Home Care and Disability Services Award 2010

Occupational, Safety and Health Act 1984 (WA)

Equal Employment Opportunity (EEO) Legislation