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Code of Conduct Version 1.1



1. Purpose

This policy applies to all members, employees, and Board members of Police Veterans Victoria.

Our Code of Conduct describes how we work at Police Veterans Victoria. It sets the expected standards of professional behaviour linked to our values. Our Code helps each of us make fair, balanced, and ethical decisions in our day to day work. It is important to understand our Code in letter and spirit. We apply it to ourselves and those who work alongside us. We treat breaches seriously because we want to build an organisation, we can all be proud of.

2. Guiding principles

2.1 We are ethical and professional

- Create trust, confidence and goodwill with veterans, stakeholders, and supporters.
- Always put the interests and needs of customers first when providing advice on products and services
- Undertake our duties with care and diligence
- Behave professionally and appropriately at work and work-related functions • Only provide advice to customers that we are qualified and authorised to provide.
- Never engage in conduct (including outside of work) that may cause damage to Police Veterans Victoria's reputation or is incompatible with our role.

2.2 We act with integrity

- Are honest and transparent in our dealings with others
- Never act illegally or conceal breaches of our Code (or help anyone else to do so)
- Use Police Veterans Victoria technology, systems, assets, information, and funds appropriately and for approved purposes
- Ensure any expenditure is allowable and reasonable

2.3 We treat all people, with dignity and respect

- Treat colleagues, suppliers and other stakeholders with respect and dignity.
- Never harass, bully or unlawfully discriminate.
- Make employment decisions based on merit.
- Create a safe working environment. If we see something - we do something.

2.4 We manage conflicts of interest

- Do not make or receive improper payments, benefits, or gains.
- Never do anything that puts, or appears to put, a personal interest before those of clients Police Veterans Victoria Never process our own transactions or those of friends or relatives.
- Disclose relationships, or associations with customers, suppliers or other parties that might give rise to a conflict of interest.
- Obtain approval for and record all donations, sponsorships, or financial contributions.
- Only accept gifts, benefits or entertainment in line with Police Veterans Victoria policy.
- Never trade in securities with inside information or pass such information to others.
- Disclose any non Police Veterans Victoria work (paid or unpaid), business interest or directorship.

2.5 Protect Privacy and Confidentiality

- Only use or disclose confidential or personal information for proper purposes, where authorised, or as required under law.
- Only provide private or confidential information to other employees where it is required for work purposes

- Never provide information about customers or colleagues to third parties, including family and friends unless provided for or required under law.
- Never allow others to log onto Police Veterans Victoria systems using others personal credentials.

2.6 We comply with our code, the law and Police Veterans Victoria policies and procedures

- Know and comply with the laws, policies and procedures that apply to our roles.
- Complete all mandatory training as directed by Police Veterans Victoria.
- Seek guidance if unsure whether or how a particular law, policy or procedure applies.
- Immediately disclose any criminal charges or convictions to the Executive Officer or Chair.

2.7 We call out unacceptable behaviour and stand up for what is right

- Immediately report any dishonest or unethical behaviour by others (including colleagues, or suppliers).
- Encourage people to speak up and do not victimise anyone who does.
- Report suspected breaches and concerns to the Chief Executive Officer or Chair. If we see something, we say something.

Our Code does not anticipate every situation. If unsure, ask yourself;

- is this aligned with our Values?
- Is it legal?
- Is it safe?
- How will it impact Police Veterans Victoria reputation?
- Will I be ashamed to tell my family or colleagues?

Difficulty answering these questions means you should seek advice from the Chief Executive Officer, Chair or Program Co-Ordinator for VPSOs.

3. Managing breaches

Breaches of the Code will result in action being taken, which can include formal warnings or termination of employment. No one wants to see that happen, so please treat our Code seriously; both literally and in spirit. For more information refer to Police Veterans Victoria's policies.

4. Policies

The Code should be read in conjunction with the following policies and procedures:

- Workplace Discrimination & Harassment Policy.
- Gifts, Benefits & Entertainment Policy.
- Privacy Policy.
- Conflicts of Interest Policy.
- Financial Controls Policy.
- VPSO Volunteer agreement.
- Board Charter.
- Rules of Association of Police Veterans Victoria.

5. Document Governance

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6. Version Control

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| 1.1 | Jim Hilliard | 28 June 2022 | Rebranding only |