

Code of Ethics and Conduct

PRELUDE

An ethical approach to not-for-profit governance should:

- > set out the fundamental principles that should guide the actions of not-for-profit organisations, and the boards and committees that govern them, and the employees and volunteers who work for them. In what follows, we refer to this level as 'ethics'.
- > set out the standards that those who deal with these organisations can expect of them, and their employees and volunteers. In what follows, we refer to this level as 'conduct'.
- > require these organisations to build these aspirations into their day-to-day operations, including monitoring and reporting standards, recognition and rewards for compliance, and penalties and sanctions for breaches. In what follows, we refer to this level as 'practice'.

This code provides a framework for understanding what such a responsibility involves.

Artsource recognises the work that the Australian Institute of Community Directors Australia has done in developing their own Ethics and Code of Conduct and has interpreted this framework for the Artsource.

The Artsource Code of Ethics and Conduct sets out the ethical and the standards that are expected of its members. As part of their governance duties, directors, employees and members are also required to work towards instituting a system of compliance and fostering a culture of ethics in the organisation.

1. COMMITMENT

Ethics

I took up this position to work for something larger than myself. I will carry out this work honestly and in fairness to everybody involved, placing the interests of the organisation and its members before my own.

Conduct

Every Member of Artsource shall at all times when acting in their capacity as director/board member, employee, member or volunteer:

- > pursue as their highest priority the fulfilment of the mission of Artsource
- > after that, promote the interests of the organisation itself
- > after that, consider the interests of the organisation's stakeholders, its members, its consumers, its employees, and the society and the environment in which it operates.

2. COMPLIANCE

Ethics

I will work within the law, and within the rules, and I will see that my organisation does too.

Conduct

Every Member of Artsource shall at all times while acting in their capacity as director/board member, employee, member or volunteer:

- > ensure to the best of their ability and within the bounds of their authority that the organisation is observing sound financial practices and managing potential risks effectively, and is at all times in its dealings with other parties capable of meeting its legal and financial obligations
- > ensure to the best of their ability that the organisation is complying with all applicable federal, state and local legislation and regulation
- > observe the provisions of the organisation's constitution, its bylaws, its standing orders and its policies.

3. CONFLICTS

Ethics

In my dealings with the organisation I shall be honest and open, and shall not take any advantage of my position on the board.

Conduct

No member of Artsource shall at any time while acting in their capacity as director/board member, employee or volunteer:

- > place their own interests, or the interests of any other person or body, before the interests of the organisation, or so act as to give the appearance of any such conflict
- > enter into any financial relationship with the organisation without the approval of the board, in whose deliberations on that issue the director/board member shall have taken no part
- > through their own conduct bring the organisation into disrepute.

4. CONFIDENTIALITY

Ethics

I shall keep secret any secrets that have been entrusted to me, and I shall freely tell anyone anything they are entitled to know.

Conduct

Any Artsource director/board Member, employee or volunteer shall:

- > preserve, where appropriate, the confidentiality of the organisation's business
- > protect the privacy of the organisation's employees, clients and customers
- > recognise their accountability to the organisation's members, and provide all information on the organisation's performance necessary to give meaning to that accountability.

5. CONSCIENTIOUSNESS

Ethics

I shall do the job fully and without reservations.

Conduct

Every Artsource director/board member, employee or volunteer:

- > exercise their independent judgement on the issues before them
- > provide themselves with the information from within and without the organisation necessary to support the exercise of their judgements
- > invest the time and effort required to fulfil the requirements of the position by reading the materials, participating fully in meetings, and carrying out any duties assigned by the organisation.

6. COMMUNICATION

Ethics

I shall know what the organisation does, and why, and I shall tell the world about it.

Conduct

Every Artsource director/board Member, employee or shall:

- > educate themselves continuously to maintain the information base, the skills base, and the qualifications needed to oversee the affairs of the organisation effectively
- > communicate the significance of the organisation's mission, its strategy, and its culture to members, employees, stakeholders and the public
- > share with the national governance groups where appropriate and with their colleagues in the field the insights and practices they have developed in the course of their work.

7. COMMUNITY

Ethics

I will treat the people involved with the organisation respectfully, fairly and without prejudice.

Conduct

Every Member Artsource shall at all times while acting in their capacity as director/board member, employee or volunteer:

- > observe and promote the human rights of all persons touched by the work of the organisation
- > oppose prejudice, address disadvantage, and promote diversity in all aspects of the governance and the management of the organisation
- > treat fellow members, colleagues, clients and the community with courtesy and respect.