



INTRODUCTION This Code outlines the standards of conduct that are expected of all staff, volunteers and Executive Committee members of Murrumbidgee Landcare Inc (MLi).

The Code aims to foster and maintain public trust and confidence in the integrity and professionalism of MLI, and enhance the reputation of the organisation.

STATEMENT OF VALUES This Code is built on a foundation based on the following values:

- Grass roots driven
- Non-party political
- Committed to the public good
- Accountable to the public
- Commitment beyond the law
- Respectful of the worth and dignity of individuals
- Inclusiveness and social justice
- Respectful of pluralism, diversity, inclusiveness and social justice
- Transparent, honest and demonstration of integrity.

These values feed directly into the Code of Conduct for MLI, and inform and guide the actions that the organisation takes in developing policies and procedures, and informing practices.

CODE OF CONDUCT **1. Personal and Professional Integrity**
All staff, Executive Committee members and volunteers of MLI will act with honesty, integrity and openness in all their dealings as representatives of the organisation. MLI promotes a working environment that values respect, fairness and integrity.

2. Mission

MLi has a clearly stated mission and purpose, approved by the Executive Committee, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of MLI understand and are loyal to that mission and purpose. The mission is responsive to the local community, and of value to society at large.

3. Governance

MLi has an active Executive Committee that is responsible for setting the mission and strategic direction of the organisation, as well as oversight of the finances, operations, and policies. The Executive Committee:

- Ensures that its members have the requisite skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of the organisation and its public purpose
- Has a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means
- Is responsible for the hiring, firing, and regular review of the performance of the Executive Officer, and ensures that the compensation of the EO is reasonable and appropriate
- Ensures that the EO and appropriate staff provide the Executive Committee with timely and comprehensive information so that they can effectively carry out their duties
- Ensures that MLi conducts all transactions and dealings with integrity and honesty
- Ensures that MLi promotes working relationships with Executive Committee members, staff, volunteers and other stakeholders that are based on mutual respect, fairness and openness
- Ensures that MLi is fair and inclusive in its hiring and promotion policies and practices for all Executive Committee, staff and volunteer positions
- Ensures that policies of MLi are in writing, clearly articulated and officially adopted
- Ensures that the resources of MLi are responsibly and prudently managed
- Ensures that MLi has the capacity to carry out its activities effectively.

4. Legal Compliance

MLi is knowledgeable of and complies with all laws, regulations and applicable conventions.

5. Responsible Stewardship

MLi manages its funds responsibly and prudently, including:

- Spending no less than 75% of its annual budget on programs in pursuance of its mission
- Spending 10-15% of its annual budget on administrative expenses to ensure effective accounting systems, internal controls, competent staff and other expenditures critical to professional management
- Compensating staff, and any others who may receive compensation, reasonably and appropriately
- Ensuring that all spending practices and policies are fair, reasonable and appropriate to fulfil MLi's mission

- Ensuring that all financial reports are factually accurate and complete.

6. Openness and Disclosure

MLi provides comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about MLI will fully and honestly reflect the policies and practices of the organisation.

Basic informational data about the organisation will be posted on the MLI website, and/or made otherwise available to the public.

7. Monitoring and Evaluation

MLi regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. MLI is committed to improving program and organisational effectiveness and develops mechanisms to promote learning from its activities and the field. The organisation is responsive to changes in its field of activity and to the needs of its members.

8. Inclusiveness and Diversity

MLi has a policy of promoting inclusiveness and its staff, Executive Committee and volunteers reflect diversity in order to enrich its effectiveness. MLI takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, Executive Committee recruitment and members served.

9. Commitment to Ecological Sustainability

MLi approaches all actions and activities with an awareness of, and accountability to, the ecological sustainability of our natural environment, including flora, fauna, soil, waterways and air. MLI's operations will at all times seek to minimise harm to the natural environment, and where possible will pursue activities which work to actively protect and enhance the biodiversity of our world.

RESPONSIBILITIES It is the responsibility of all staff, volunteers and Board members to ensure that the values and actions in this Code of Conduct are complied with.

The Code and Values shall be reviewed annually by the Executive Committee.

AUTHORISATION:

This version was approved on:

This version takes effect on:

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