

Code of Conduct

Introduction and Purpose

At Roses in the Ocean, the foundations of our Code of Conduct are established through our:

1. Values;
2. Professional Standards of Behaviour; and
3. Standards of Conduct.

As a not for profit organisation all employees and contractors must observe and maintain the highest ethical standards, treating all persons with fairness, dignity, and respect when fulfilling our responsibilities. We should:

- Be committed to honest, fair and respectful engagement with the community,
- Ensure high standards of governance, transparency and accountability,
- Be respectful of and acknowledge the contributions of all others in the workplace,
- Have no tolerance in the workplace of unacceptable behaviour including bullying, discrimination and sexual harassment.

Application

This Code applies to employees of Roses in the Ocean. For the purposes of this document only, 'employees' are defined as:

- any Roses in the Ocean employee whether permanent, temporary, full-time, part-time or casual,
- the Chair of the Board and all Board members of Roses in the Ocean, and
- any contractor, consultant, volunteer, intern, or anyone who works in any other capacity for Roses in the Ocean.

The Code applies at all times when we are performing official duties including when we are representing Roses in the Ocean at workshops, speaking engagements, conferences, training events, and attending work-related social events.

Roses in the Ocean Values

Life. We value **LIFE** itself. We cherish and embrace the journey that is life. We deeply value the diversity of individuals with lived experience of suicide who touch upon our lives, and the lives of others, in the most profound of ways.

Learning. We value lifelong **LEARNING** and the opportunity for people to learn from those with lived experience. We acknowledge that we are in a constant state of learning, and we respectfully provide every individual with the opportunity to learn, share and grow within themselves and with each other.

Health. We value our own and others' physical, emotional and mental **HEALTH** and wellbeing. A healthy life and positive behaviours make a difference to our general wellbeing. We are committed to creating safe environments that promote positive mental health, happiness and contentment.

Connection. We value **CONNECTIONS** among individuals and groups that are based in authentic, honest and respectful exchanges and interactions. The best things in life are shared with those we care about.

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Openness and Honesty. We value **OPEN** and **HONEST** communications that break silences, advance discussion and challenge paradigms. We will be open, honest, brave and unapologetic in how we discuss suicide.

Collaboration. We thrive on **COLLABORATION** and encourage individual and inter-functional cooperation in order to build enriching, cooperative, and empowering relationships within a group who are committed to one another and a common purpose.

Humility. We value **HUMILITY**, empathy and respect, acknowledging our own and others varied knowledge and skills, and lived experiences of suicide, and the limitations of each.

Deep listening. We value the Aboriginal and Torres Strait Islanders practice of **DEEP LISTENING**. An almost spiritual skill based on respect, deep listening is inner quiet, still awareness, and waiting.

Professional Standards of Behaviour

Conduct and Behaviour

At all times, our employees will behave in a way that upholds Roses in the Ocean's core values, and the integrity and good reputation of Roses in the Ocean. We will:

- treat all people with courtesy and respect, recognising that others have the right to hold views which may differ from our own,
- ensure our conduct reflects our commitment to a workplace that is inclusive and free from harassment,
- dress in an appropriate manner ensuring our appearance is presentable with the understanding that our appearance will contribute to a positive or negative impression that reflects on our organisation and culture,
- work in a safe and compliant manner observing all Workplace Health and Safety rules,
- have an obligation to disclose any illegal activity, conduct or the existence of any allegation, charge or offence,
- ensure our fitness for duty, and prioritise the safety, health and welfare of ourselves and others in the workplace, whether co-workers or clients,
- practice self-care and be mindful of the self-care requirements of all employees (please refer to the Duty of Care Statement within the WH&S Policy for further information),
- not use or come to work while affected by any drugs (including alcohol) or medications which can affect the performance of our duties and judgment or create a risk to our Duty of Care to provide a safe workplace.

Ethics

Roses in the Ocean will act ethically and responsibly and will conduct our services honestly and honorably. We will not be involved in any transactions that are illegal or unethical. We will:

- ensure any advice that we provide is objective, independent, apolitical and impartial,
- ensure our decision making is ethical,
- engage with the community in a manner that is consultative, respectful and fair,
- meet our obligations to report suspected wrongdoing, including conduct not consistent with this Code,
- not accept gifts or benefits, or any inducement which might in any way obligate, compromise or influence Roses in the Ocean or that person in their official capacity, unless acceptance of such benefit is in accordance with the workplace policies or is otherwise disclosed to and expressly permitted by Roses in the Ocean,
- not engage in any employment or provide any services to any person or entity other than Roses in the Ocean, except with the CEO's prior written consent (this applies to casual, part time and full time employees of Roses in the Ocean only);
- ensure any matters of fraud or suspected fraud will be reported immediately to the CEO and/or Board for investigation.

Conflict of Interest

Any suspected or actual conflicts of interest will be discussed with the CEO or the Board. The matter will then be decided by the CEO or the Board on how to deal with the actual or perceived conflicts through a letter to the parties. We will:

- immediately disclose any potential, perceived or actual conflict of interest (whether direct or indirect) that

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- may give rise to a conflict with the performance of the employee's obligations to Roses in the Ocean,
- actively participate in developing and implementing resolution strategies for any conflict of interest and may direct employees to take action to eliminate or reduce any such conflict, and employees must comply with such directions.

Equality and Discrimination

Roses in the Ocean employees will always strive to be fair and objective in our advice and actions. We will:

- not discriminate on the basis of personal characteristics including, but not limited to, age, disability, race, sex, intersex status, gender identity, faith, political views, marital status and sexual orientation.

Resources and Assets

Roses in the Ocean equipment, funds, facilities and other resources will be used:

- effectively, economically and carefully; and
- Roses in the Ocean employees will not engage in conduct, either during or after hours in ways that cause damage or potential damage to company property.

Media and Social Media

Employees must ensure that public comments (either verbal or written) made in a private capacity are not attributed as official comments of Roses in the Ocean. Employees will not:

- make any statements to the media about Roses in the Ocean unless expressly authorised to do so by the CEO. All requests for media statements should be referred to the CEO,
- make any statements about Roses in the Ocean on social media, or any other public platform, that may harm Roses in the Ocean's reputation,
- use Roses in the Ocean's internet to access and/or download sexually explicit or violent material or other offensive material,
- use the Roses in the Ocean email system or letterhead for any personal communications which could cause embarrassment or harm to the organisation.

Confidentiality

Roses in the Ocean is committed to maintaining the highest degree of integrity in all our dealings, both in terms of commercial confidentiality, and the protection of all personal information received while providing services.

- employees must not access, disclose, discuss or use any confidential information without official approval and must ensure that unauthorised people cannot access confidential information in any form,
- if employees are unsure about disclosing any information, they should seek the advice of their manager prior to releasing the information to the customer or other employee.

Contracts

No employee may enter into a contract on behalf of Roses in the Ocean without the CEO's written authorisation. This includes negotiating or discussing Roses in the Ocean's potential involvement or purchase.

Intellectual Property & Restraint of Trade

Roses in the Ocean retain the moral rights in, and ownership of, all intellectual property that we create unless agreed otherwise in advance. In return, we respect the moral and intellectual copyright vested in our partners intellectual property.

Responsibilities

All employees of Roses in the Ocean have a responsibility to understand and comply with this Code. Responsibilities are detailed below:

CEO

- communicate the Code of Conduct to volunteers and staff,
- review the Code of Conduct every two (2) years or when significant changes occur within the organisation,

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- ensure that all commencing employees, Board Directors, committee members, current employees and volunteers have been fully informed of the Code and ensure that they understand their obligations,
- investigate any reports of breaches to the Code.

All employees

- adhere to the Code of Conduct,
- report any breaches of the Code of Conduct to the CEO, GMOQ and/or a Board Member.

These Definitions and Standards of Conduct form the foundation of the Roses in the Ocean Code of Conduct.

Misconduct

We require that all of our employees conduct themselves according to the highest standards of ethics, integrity, and behaviour. This includes, but is not limited to, full compliance with all legal obligations imposed by statute or any other source of law. Where these standards are not met, appropriate disciplinary action will be taken. In cases where the breach involves serious misconduct, this may result in summary dismissal. In cases where there is a breach of any law, then the relevant government authorities and/or the police may be notified.

Supporting Documents

This Code of Conduct should be read in conjunction with the:

- Letter of Engagements
- Equal Employment Opportunity & Anti-Discrimination Policy
- Anti-Bullying and Anti-Harassment Policy
- Cyber Security, Privacy and Confidentiality Policy

For copies of these documents please contact the National Operations Coordinator.

Policy Details

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| Policy Title: | Code of Conduct |
| Policy Owner: | HR |
| Approved By: | Board of Directors |
| Approved Date: | 15/02/2021 |
| Review Date: | 14/02/2022 |