

**NATIONAL DISABILITY & DEVELOPMENT FORUM (NDF)  
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**NDF Statement of Professional Ethics and Code of  
Conduct**

***ALL POLICIES HAVE BEEN APPROVED IN THE GENERAL BI-ANNUAL BOARD OF DIRECTORS MEETING  
HELD AT NDF OFFICE, NAWABSHAH ON DATED 31<sup>ST</sup> DECEMBER 2014***

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## **NDF Statement of Professional Ethics and Code of Conduct**

### **Purpose**

NDF is committed to working on behalf of disadvantaged people in the community. The purpose of this policy is to apply a code of professional ethics to the workplace, which is consistent with the mission, values, and objectives of NDF.

### **Dealing with people**

When dealing with the internal and external clients, employees are respectful, honest and courteous. They give accurate information and prompt attention, and observe fairness and equity in their dealings with others.

### **Job Standards**

All employees are required to adhere to the following standards:

Employees endeavor to comply with relevant job standards, paying appropriate attention to quality and detail.

- They satisfactorily meet the requirements of the position, and follow instructions that are reasonable and lawful, and within their capability and training.
- Employees are encouraged to report suspected corrupt or fraudulent practices of others and will be protected from reprisal by the Protected

### **Disclosures Act.**

Employees endeavor to minimize adverse environmental effects of their actions in accordance with the Occupational Health and Safety (OHS) Policy.

- Employees observe the relevant provisions for conditions of employment and safety as described in NDF' OHS Policy.
- Create a co-operative, equitable and effective workplace.

### **Behavior on the job**

All employees are required to demonstrate the following behaviours:

- Employees only claim to have those skills that they can demonstrate
- Employees perform their duties unaffected by the consumption of alcohol or the use of other drugs
- Employees recognize NDF' Smoke Free Workplace Policy
- Employees work towards eliminating discrimination and harassment from the workplace
- Employees respect diversity in the workplace
- Employees do not use their position to exert inappropriate influence over others

### **Commitment to the Work of the Organization**

Staff members share a commitment to the values and objectives of NDF.

Staff members work within priorities identified by NDF Board and management

Staff members actively participate in NDF planning and consultative processes where appropriate and contribute to the development of the Organization and the community sector.

Staff members use the line management structure and Supervisors welcome constructive feedback and criticism.

### **Teamwork**

Employees work together towards agreed work objectives and community goals, and communicate regularly with one another about progress. They are encouraged to look for ways to improve work methods and to solve workplace and community problems

Employees are encouraged to give support and guidance to each other, ensure appropriate training and development and recognize each other's results and achievements

### **Use of Resources**

Employees ensure they have the necessary delegation to authorize expenditure

Employees only use NDF' materials, facilities, funds, people and equipment for authorized purposes and take responsible steps to prevent misuse by others

Employees conserve and efficiently use resources through recycling, energy saving and waste minimization

### **Information**

Employees are aware of NDF policy regarding privacy and confidentiality, and observe this policy and related procedures when disclosing sensitive or confidential information. They provide access to information when required by law or to assist other employees in their duties. Employees do not misuse information obtained at work either for financial reward or gain, or for taking advantage of another person

Employees are aware of NDF policies regarding information management and follow NDF practices in the collection, storage and disposal of files and other records.

### **Attendance**

Employees attend work at times agreed with supervisors, notify supervisors and other stakeholders of their absences, report and account for all leave taken, record attendance and obtain approval before changing their work times.

### **Conflict of Interest**

Staff members may occasionally encounter conflicts of interest when participating in NDF decision-making processes, as other professional or personal roles intersect. Potential areas where a conflict of interest may arise include:

- Recruitment of staff or contractors
- Proposing to undertake projects or enter into partnerships with other agencies
- Representing NDF in other forums.

In general, a conflict of interest can be said to arise if:

It is likely that the performance of a person's duties as an NDF staff member could be prejudicially influenced by that person's private or personal interest, or that a reasonable person would believe that the person could be so influenced.

- NDF expects that staff members will be mindful of potential conflicts of interest, and declare a conflict of interest before it arises.

Appropriate action can then be taken in consultation with supervisor and management. For instance, a staff member may need to withdraw from a particular selection panel or committee where their participation presents a conflict of interest.

NDF encourages and supports staff members becoming involved in community activities and volunteer work in their personal lives.

However, it is possible that staff members may undertake volunteer or professional roles outside NDF that give rise to a conflict of interest, or a perception of conflict (e.g. staff undertaking consultancy work for member organizations or government agencies). As a result NDF expects that all staff members declare their involvement in external activities related to the work of NDF when they are employed, and discuss and plan with their supervisor how any potential conflicts of interest can be managed. Staff members taking on other (new) work outside NDF need to inform their supervisor

### **Personal use of NDF resources**

Staff members and volunteers are generally permitted to use NDF equipment for personal use provided that this does not impact negatively on their work, or on NDF resources. Staff members can use NDF phones, fax machines, or computers for personal use within reasonable limits. Where team members or managers feel that a staff member's personal use of NDF resources is unreasonable, they should attempt to negotiate a solution with the person concerned.

Staff members are asked to pay if they are using the photocopier for large documents (over 50 pages). Payment can be made at Reception, and the standard rate charged to tenants of the building applies. Staff members are asked to attach stamps to personal correspondence and not use the NDF mail system. Stamps are provided for sale to staff members at Reception.

Staff members are permitted to use NDF computers for personal use within reasonable limits. Staff is asked not to post attachments to their email accounts at work, or bring in floppy disks which have been used elsewhere, as this presents a virus risk to the NDF network. NDF staff that are doing computer-based work from home must have adequate virus protection software installed on their computers at home.

Using the internet for personal use is acceptable within reasonable limits; however, using NDF computers to access pornographic or gambling-related material is not permitted.

### **Equal Employment Opportunity (EEO)**

Equal Employment Opportunity (EEO) is the right of all individuals to be fairly considered for and position within an Organization for which they have the necessary skills and qualities, and to be treated fairly within their employment.

Every workplace in Australia is subject to Equal Opportunity laws.

Where EEO Applies

EEO principles apply, but are not limited, to the following:

- Recruitment
- Selection
- Promotion/transfers
- Working hours
- Discipline
- Compensation
- Benefits
- Training, and
- Provision of goods, services and facilities.

Specific Grounds for Discrimination in Employment Consistent with Equal Opportunity laws NDF treats all employees fairly and equitably in all matters such as:

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- Race
- Gender
- Marital status
- Pregnancy
- Family responsibilities
- Breast feeding
  
- Nationality and national origin
- Disabilities
- HIV/aids status
- Political or religious conviction
- Age
- Sexual preference
- Transgender status
- Trade union activity
- Criminal record, where convictions have been spent
- Victimization

It is NDF policy to ensure that we put the most capable person in the job, regardless of physical attributes, personal circumstances or any other irrelevant features.