



ANINDILYAKWA LAND COUNCIL

CODE OF CONDUCT

The ALC is committed to the preservation, maintenance and promotion of the Warnindilyakwa culture.

This Code outlines principles required by all members, management and staff for their work within the organisation.



INTRODUCTION

The Anindilyakwa Land Council (ALC) is an Aboriginal organisation operating under the *Aboriginal Land Rights (NT) Act 1976* (the Act) and as a Statutory Authority under the *Commonwealth Authorities and Companies Act*. This policy has been developed having regard to legislative requirements under these Acts, as well as other corporate regulations and legislation under which the ALC has acquired roles and responsibilities; it should be read in conjunction with them.

STATEMENT

The ALC is committed to the preservation, maintenance and promotion of the Warnindilyakwa culture. The ALC Code of Conduct supports this through, ensuring a high quality of professional, ethical and culturally-informed conduct from its staff and management, in order to provide the best possible service to the Traditional Owners and community residents of the Groote Eylandt Archipelago.

ALC recognises the importance of a work environment which actively promotes best practice. The purpose of this Code of Conduct is to describe the standards of behaviour and conduct expected from workplace participants in their dealings with customers, suppliers, clients, co-workers, management and the general public.

OBJECTIVE

This policy aims to provide an overarching set of shared values and principles for all Executive members, managers and staff of the ALC. These values will guide the actions and conduct of staff towards stakeholders, being the Traditional Owners, residents and community members.

SCOPE

In this document reference to ALC and this policy is binding on all Executive members, managers and staff.

This Code of Conduct is not intended to over-ride the specific codes of practice that have been developed by different parts of the organisations to suit their particular industry conditions and standards. The term 'staff' refers here to all employees, including managers, part-time, full-time, casual and contractors.

RESPONSIBILITIES

Managers and supervisors should:

- Promote a team spirit.
- Maintain confidentiality when conducting investigations into grievances and disputes.
- Avoid bias in decision making.
- Ensure compliance with procedures when carrying out counselling and discipline.
- Exercise objectivity when administering rewards or discipline.
- Do not condone, permit, or fail to report any breaches of the above code by workplace participants under their supervision.

EXPECTATIONS

All employees of ALC are expected to observe the highest standards of ethics, integrity and behaviour during the course of their employment with ALC. As representatives of ALC, all workplace participants are expected to conduct themselves in a professional and courteous manner and observe the following standards of behaviour both inside the workplace and outside the workplace where the workplace participant can be perceived as representing ALC:

- Law and Lawful Instruction
- Comply with all laws, policies, procedures, rules, regulations and contracts.
- Comply with all lawful and reasonable directions from ALC.
- Promptly report any violations of law, ethical principles, policies and this Code.
- Observe health and safety policies and obligations, and co-operate with all procedures and initiatives taken by ALC in the interests of occupational health and safety.



RESPECT

You are required to show consideration for other people by:

Treating work colleagues, suppliers, contractors, community members, the general public in a non-discriminatory manner with proper regard for their rights and dignity.

In this regard, discrimination, victimisation or harassment based on a person's race, colour, creed, religion, national origin, citizenship, age, sex, sexual orientation, marital status, union membership or non-membership, mental or physical disability, or any other classification protected by law will not be tolerated.

- Do not fight in the workplace.
- Do not swear in the workplace.
- Valuing and using diversity in the workplace
- Recognising the importance of people through training and ongoing development in the work environment
- Providing a safe and healthy workplace for yourself and others

INTEGRITY

Integrity is about the intent or meaning of your actions.

As an ALC employee you have a responsibility both morally and under legislative requirements to behave with integrity by:

- Maintaining confidentiality during employment with ALC and after the termination of employment, of any confidential information, records or other materials acquired during the employment with ALC.
- Conflict of interest, disclose any possible conflict of interest to your manager and remove yourself from any decision making processes
- Ensure your behaviour reflects community expectations
- Be honest and fair in dealings with customers, clients, suppliers, co-workers, management and the general public.
- Not using work time for private gain. If a workplace participant is required to leave the work premises for personal reasons they should advise their Manager well in advance.

ACCOUNTABILITY

To ensure accountability you are required to:

- Continuously improve your performance in delivering services
- Utilise resources at your disposal in an efficient, responsible and accountable manner
- Provide responsive, effective and efficient services to stakeholders
- Deal with information gained as a result of your work only in accordance with the requirements of the ALC
- Maintain structures, systems and processes that work without excessive formality and that can adapt to changing demands
- Respect ALC's ownership of all of its funds, equipment, supplies, books, records and property.
- Seek approval prior to using ALC's equipment, property or consumables for private purposes.

BREACHES OF THE CODE

Failure to meet standards may result in performance improvement measures or disciplinary action being taken against you. Disciplinary action can range from a reprimand through to termination of your employment. Some unacceptable behaviour can also be criminal offences and you may face prosecution if your behaviour is unlawful.



RELATED DOCUMENTS & INFORMATION

Relevant Legislation:

Aboriginal Land Rights (Northern Territory) Act 1976

Corporations (Aboriginal and Torres Strait Islander) Act 2006

Northern Territory and Commonwealth Crimes Act

Equal Opportunity Act 1984

Disability Discrimination Act 1992

Public Finance and Audit Act 1987

Occupational Health, Safety and Welfare Act 1986

Age Discrimination Act

Australian Human Rights Commission Act

Copyright Act

Disability Discrimination Act

Disability Standards for Education

Equal Opportunity for Women in the Workplace Act

Fair Work Act

Privacy Act

Racial Discrimination Act

Sex Discrimination Act

ACKNOWLEDGMENT OF CODE OF CONDUCT FOR ANINDILYAKWA LAND COUNCIL

Acknowledgment of this Code:

I _____
(Name in full)

of _____
(Unit within the Organisation)

acknowledge that I received the Code of Conduct and attended training on:

(Dates of training attendance)

Signed _____ Date _____

By making this acknowledgement you are confirming the obligation you have to apply this Code to the work you do within the Anindilyakwa Land Council.

If you have any difficulties or questions regarding this Code, you should discuss this with your manager or the Human Resource Manager. This acknowledgement will be kept on your personnel file.



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