



Code of Ethics and Conduct

Our approach is based on our values: collaboration, acceptance, respect, empathy.

This Code of Ethics and Conduct:

1. sets out the fundamental principles that should guide the actions of BPD Community, and our boards and committees that govern us, and our employees and volunteers who work for us. *In what follows, we refer to this level as 'ethics'.*
2. sets out the standards that those who deal with BPD Community can expect of us, and our employees and volunteers. *In what follows, we refer to this level as 'conduct'.*
3. requires BPD Community to build these aspirations into our 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'.*

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 others before my own.

Conduct

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

- i. pursue as their highest priority the fulfilment of the mission of the organisation
- ii. after that, promote the interests of the organisation itself
- iii. after that, consider the interests of the organisation's stakeholders, its clients, 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 BPD Community does too.

Conduct

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

- i. 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
- ii. ensure to the best of their ability that the organisation is complying with all applicable federal, state and local legislation and regulation
- iii. observe the provisions of the organisation's constitution, its bylaws, its standing orders and its policies.

3. Conflicts

Ethics

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

Conduct

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

- i. 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
- ii. enter into any financial relationship with BPD Community without the approval of the board, in whose deliberations on that issue the director/board member shall have taken no part
- iii. through their own conduct bring BPD Community 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

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

- i. preserve, where appropriate, the confidentiality of BPD Community's business
- ii. protect the privacy of BPD Community's employees (paid and volunteer), members of BPD Community, organisational associates
- iii. recognise their accountability to BPD Community's members, and provide all information on BPD Community's performance necessary to give meaning to that accountability.

5. Conscientiousness

Ethics

I shall do my job fully and without reservations.

Conduct

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

- i. exercise their independent judgement on the issues before them
- ii. provide themselves with the information from within and without BPD Community necessary to support the exercise of their judgements and role
- iii. 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 Member of BPD Community shall at all times while acting in their capacity as director/board Member, employee or volunteer:

- i. educate themselves continuously to maintain the information base, the skills base, and the qualifications needed to oversee the affairs of BPD Community effectively
- ii. communicate the significance of BPD Community's mission, its strategy, and its culture to members, employees, stakeholders and the public
- iii. share with BPD Community 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 BPD Community respectfully, fairly and without prejudice.

Conduct

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

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