



An Australian Government Initiative



NORTHERN RIVERS

RDA Northern Rivers Code of Conduct Policy

Purpose

The purpose of this Code of Conduct is to establish clear standards of ethical and professional behaviour for all employees, board members, contractors, and representatives of RDA Northern Rivers (RDA NR). It provides guidelines for maintaining integrity, respect, and accountability in all activities and interactions. This policy fosters an environment of trust and respect, aligned with RDA NR's commitment to excellence in regional development.

Scope

This policy applies to all RDA NR employees, board members, contractors, and any other individuals representing RDA NR. It governs conduct in all work-related situations, including dealings with stakeholders, government agencies, partners, and the community.

Principles

The following principles form the foundation of the RDA NR Code of Conduct:

- **Integrity:** Acting with honesty and transparency in all professional dealings.
- **Respect:** Demonstrating respect for colleagues, stakeholders, and the broader community.
- **Accountability:** Taking responsibility for one's actions and decisions.
- **Professionalism:** Maintaining high standards of conduct and performance.
- **Confidentiality:** Respecting the privacy of information obtained through the course of work.

Code of Conduct

1. Compliance with Laws and Policies

All employees, board members, and contractors must comply with all applicable laws, regulations, and internal policies, including this Code of Conduct. Failure to do so may result in disciplinary action.

2. Professional Behaviour

- Employees and representatives must act in a professional manner at all times, treating others with courtesy, fairness, and respect.
- Harassment, discrimination, bullying, or any form of inappropriate behaviour will not be tolerated.
- Conflicts of interest must be disclosed and managed in accordance with RDA NR's Conflict of Interest Policy.

3. Ethical Decision-Making

Decisions and actions must be guided by the highest ethical standards, ensuring transparency, fairness, and integrity. Employees should avoid any conduct that could bring RDA NR into disrepute or compromise the organisation's mission and values.

4. Respect for Diversity

RDA NR values diversity and inclusion. Employees and representatives must promote a workplace that is free from discrimination based on race, gender, age, religion, sexual orientation, disability, or any other protected attribute.

5. Confidentiality and Privacy

- Employees and contractors must respect the confidentiality of all sensitive and personal information obtained through their work with RDA NR.
- Personal and confidential information must not be disclosed to unauthorised individuals or third parties, except where required by law or authorised by RDA NR.
- Employees must adhere to the RDA NR Privacy and Personal Information Storage Policy.

6. Use of Resources

- Employees must use RDA NR's resources, including information, equipment, and time, responsibly and for legitimate business purposes only.
- Misuse of RDA NR resources, including the use of resources for personal gain or purposes that conflict with RDA NR's mission, is prohibited.

7. Conflict of Interest

Employees and representatives must act in the best interests of RDA NR and avoid situations where personal interests conflict, or appear to conflict, with the duties of their role. All actual or perceived conflicts of interest must be disclosed in accordance with RDA NR's Conflict of Interest Policy.

8. Gifts and Benefits

- Employees must not solicit, accept, or offer gifts, benefits, or hospitality that may compromise their integrity or the integrity of RDA NR.
- Any gifts or benefits received in the course of business dealings must be declared and managed according to RDA NR's guidelines.

9. Health, Safety, and Wellbeing

- RDA NR is committed to providing a safe and healthy working environment. Employees and representatives are responsible for ensuring their own safety and the safety of others.
- All incidents, hazards, or unsafe practices must be reported immediately in accordance with workplace health and safety protocols.

10. Representation of RDA NR

- Employees and representatives must present RDA NR in a positive and professional manner in all dealings with stakeholders and the public.
- Public statements on behalf of RDA NR must only be made by authorised personnel, and employees should refrain from making unauthorised comments that could be interpreted as RDA NR's position.

11. Social Media

- Employees must use social media responsibly, ensuring that their online activities do not reflect negatively on RDA NR or compromise the organisation's reputation.
- Social media use must align with RDA NR's Social Media Policy and any applicable guidelines.

12. Reporting Misconduct

- Any employee or representative who becomes aware of a breach of this Code of Conduct must report it to management or follow the whistleblower procedure.
- RDA NR is committed to investigating all reports of misconduct in a fair and timely manner.

Breaches of the Code of Conduct

Failure to comply with this Code of Conduct may result in disciplinary action, including termination of employment or contract, and legal action if applicable.

Review

This Code of Conduct will be reviewed regularly to ensure it remains relevant and effective. Updates may be made to reflect changes in legal requirements or organisational policies.

Review Date: September 2025

Responsibility: RDA Northern Rivers Board

Previous Versions: Nil – Version 1.0