

## **The Vietnamese Families with Special Needs Inc.**

### **Code of Conduct**

The Code of Conduct helps members and volunteers to keep within legal requirements and the Vietnamese Families Special Needs Inc (VFSN Inc.) and support the achievement of the VFSN Inc. Vision and Mission.

All members and volunteers have a responsibility to comply with legislation, policy, procedures and the VFSN Inc. Code of Conduct. Members and Volunteers should perform their duties effectively, provide accurate information and act in a manner that promotes a productive and harmonious environment.

The Code of Conduct requires that, in the course of their engagement, members and volunteers of The VFSN Inc. must:

- Behave honestly and with integrity,
- Act with due care and diligence,
- Treat everyone with respect and courtesy and without harassment,
- Comply with all applicable Australian laws,
- Use the VFSN Inc.'s property and money efficiently, carefully and honestly with due authorisation and without misapplication and/or misappropriation,
- Comply with any lawful or reasonable direction given by a person with the authority to give that direction,
- Maintain appropriate confidentiality in relation to dealings with Committee members, Families and other volunteers.
- Disclose, and take steps to avoid, any conflicts of interest whether real or apparent,
- Behave in a way that upholds the values, integrity and reputation of The VFSN Inc.
- Not provide false or misleading information,
- Not make improper use or disclose of internal information in order to gain, or seek to gain, an advantage for the member/volunteer or for any other person,
- At all times behave in a way that upholds the Mission Vision of the VFSN Inc.

Breaches of the Code of Conduct may relate to specific breaches of policies and procedures and may attract disciplinary action. Disciplinary action may include investigation, removal of privileges or access, repayment of monies, and termination of engagement.

I will to the best of my endeavours fully comply with the VFSN Inc Code of Conduct outlined above.

Full Name:

Signed:

Dated:

VFSN Inc. Code of Conduct endorsed by the Committee on the 14<sup>th</sup> April 2020 at a standard meeting