

Code of Ethics.

Agreement

Name _____

Position _____

Email _____

Hereby commit to upholding the Full Stop Australia (FSA) Code of Ethics. I agree to behave in accordance with the ethical principles and practices, and process for reporting a breach of the code of ethics, as outlined below.

Signed: _____ Date: _____

Ethical Principles

I will uphold the Code of Ethics by:

- Acting in the best interests of FSA when participating in organisational business or in any way representing or being seen to represent FSA;
- Recognising the power imbalance that exists among Staff, Board Members, Ambassadors and Volunteers, and between the Organisation and Clients, and ensuring that this power imbalance is not exploited;
- Promoting a safe environment where Clients, Staff, Board Members, Ambassadors and Volunteers are treated with dignity and respect and feel free to express themselves without fear of discrimination, ridicule or judgment;
- Maintaining the confidentiality and privacy of client information;
- Being professional, honest and transparent;

- Consulting with others to ensure work is conducted within the boundaries and meaning of the Code of Ethics;
- Abiding by the Constitution of the Company Limited by Guarantee and the policies of FSA;
- Exercising care and due diligence when representing or being seen to represent FSA and behaving and communicating in a way which enhances the organisation's reputation;
- Fully disclosing, at the earliest opportunity, information that may result in a perceived or actual conflict of interest in relation to my position, or any role or activity I am directed to complete;
- Fully disclosing, at the earliest opportunity, information that would have significance in decision making;
- Ensuring, through good governance and policy, non-discriminatory access to the services of FSA;
- Exhibiting and promoting behaviours and attitudes which oppose sexism, racism, ageism, homophobia, cultural discrimination and any other discriminatory or judgmental action, deed or manner;
- Promoting collaboration, cooperation, and partnership among Staff, Board Members, Ambassadors and Volunteers;
- Exercising the powers invested in me for the benefit of FSA and its Clients;
- When engaging or managing external consultants, contractors, volunteers or students, manage the employee's responsibility to make them aware of FSA's expectations during the period of their engagement.

Process for Reporting a Breach of the Code of Ethics

I will make a full report to the Chief Executive Officer (or if a Board Member, the Chair of the Board) at the earliest opportunity where:

- I feel I am in a situation where I am unsure of the ethical direction I should take;
- I am concerned that I may have unwittingly breached the Code of Ethics;
- I become aware of a breach or potential breach of the Code of Ethics by another member of Staff, Board Member, Ambassador or Volunteer.

I understand that the Chief Executive Officer (or Chair) will resolve at the earliest opportunity any breach of the Code of Ethics that is reported to them.

Dispute Resolution

Staff and Volunteers

Please refer to the FSA Dispute Resolution Principles and Procedures

Board and Ambassadors

Please refer to the FSA Governance Policy Dispute Resolution Procedures