



CODE OF ETHIC POLICY

Policy number	1.10	Version	1.1
Drafted by	M.Kruck	Approved by Committee	05 Aug 2019
Responsible person	D.Manning	Scheduled review date	30 Nov 2022

INTRODUCTION

The ethical climate of an organisation is an essential element in establishing its credibility and furthering its mission. An organisational culture that takes ethical considerations into account at every point cannot be produced simply by having the committee lay down a code; ethical principles must arise from consultation with and responsiveness to the SLNC's members, clients, volunteers, and stakeholders.

PURPOSE

This policy is designed to provide guidelines for procedures that will allow SLNC to evolve a consensus on the ethical principles that should guide its conduct.

POLICY

SLNC commits itself to operating in accordance with an ethical code drawn up through agreed procedures following consultation with members, clients, volunteers, and stakeholders.

AUTHORISATION

Signature of Secretary

Date of Approval by Committee

Springfield Lake Nature Care Inc (SLNC)



05 / AUG / 2019





CODE OF ETHIC PROCEDURES

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RESPONSIBILITIES

It shall be the responsibility of the committee to comply with the Ethics policy.

The Management Committee members shall be responsible for carrying out the process of developing a Code of Ethics for the organisation.

The President shall be responsible for disseminating the eventual Code of Ethics and of ensuring its observance.

PROCEDURES

The Committee shall uphold:

- The values that the organisation wishes to embody, and
- The specific ethical imperatives that are implied by these values.

The discussions around these issues should be used as a means to raise awareness of the significance of ethical attitudes to the effective operation of the organisation.

The Committee shall then

- Review the policies of the organisation to ensure that these are not in conflict with the organisation's ethical principles, and
- Draw up a draft Code of Ethics for the organisation.

It should be noted that the organisation's ethical position is represented both by the organisation's policies and by its Code of Ethics, and any particular ethical guideline does not necessarily need to be repeated in both.

The draft Code of Ethics should then be circulated for discussion and comment to members of SLNC. Again, the discussion should be used to forward a commitment among all concerned with the organisation to the ethical operation of the organisation.

The Committee shall forward a final draft of the Code of Ethics for Committee to approve. The Committee may make any alterations it sees fit, and the resulting Code of Ethics shall be presented for the approval of the membership at the next General Meeting.

Once the Code of Ethics has been approved by the General Meeting it shall be implemented by the organisation. Procedures should then be instituted to provide sanctions and penalties for breaches of the Code.

RELATED DOCUMENTS

- [Constitution](#)
- [Code of Ethics Policy](#)
- [Sexual Harassment Policy](#)
- [Bullying Policy](#)
- [Environmental Sustainability Policy](#)
- [Conflict of Interest Policy](#)
- [Transparency & Accountability Policy](#)
- [Fundraising Policy](#)
- [Legislative Compliance Policy](#)
- [Dispute Resolution Policy](#)
- [Acceptable Use of Electronic Media Policy](#)

AUTHORISATION

Signature of President

Name of President

Date:


Luise Manning
05 / AUG / 2019

APPENDIX A

CODE OF ETHICS

MEMBERS

- Shall, in all business conducted under the aegis of SLNC, place the interests of the organisation over their own interests of those of any other person or persons;
- Shall observe the provisions of the Constitution, policies, and rules of the organisation;
- Shall, as far as possible, attend two of the scheduled general meetings annually, and, in the event that they are prevented from attending any monthly meeting, shall notify the Secretary of their absence in advance of the meeting;
- Shall, as far as possible, attend the Annual General Meeting, and, in the event that they are prevented from attending, shall notify the Secretary of their absence in advance of the meeting;
- Shall devote to their duties the amount of time required to carry them out thoroughly and effectively;
- Shall undertake any training necessary for the performance of their duties;
- Shall treat the other members of the organisation, and the staff of the organisation, and the office-bearers of the organisation, and the clients of the organisation, with respect;
- Shall not so act as to bring the organisation or its mission into disrepute.

OFFICE-BEARERS

- Shall carry out enthusiastically and competently the duties assigned to the position;
- Shall, in all business conducted under the aegis of SLNC, place the interests of the organisation over their own interests of those of any other person or persons;
- Shall observe the provisions of the Constitution, policies, and rules of the organisation;
- Shall, as far as possible, attend all scheduled general meetings, and, in the event that they are prevented from attending any meeting, shall notify the Secretary of their absence in advance of the meeting;
- Shall, as far as possible, attend all Management Committee meetings, and, in the event that they are prevented from attending any meeting, shall notify the Secretary or President of their absence in advance of the meeting;
- Shall devote to their duties the amount of time required to carry them out thoroughly and effectively;
- Shall undertake any training necessary for the performance of their duties;
- Shall treat the other members of the Management Committee, and the other members of the organisation, and the staff of the organisation, and the clients of the organisation, with respect;
- Shall not so act as to bring the organisation or its mission into disrepute.