



Ethics Policy (Board)

Policy Number:	BO-027		
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Version 1			

1. Aim

The Board aims to be open, transparent as well as ethical in all its relationships, its processes, the way it does business and its expectations of itself and its staff.

Breakaway will conform to all relevant legislation and statutory requirements.

The purpose of this document is to set out the roles and responsibilities of the Board and the GENERAL MANAGER to implement this policy.

2. Scope

This policy applies to employees and volunteers of Breakaway including members of the Breakaway Board.

3. Policy

3.1 Board meeting confidentiality

Board members ensure that all matters, information and discussions coming before them as Board members are kept confidential except where it is explicitly stated that this is not required.

3.2 Confidentiality for families associated with Breakaway

- The Board ensures that all information that is confidential or privileged is managed in an appropriate way and according to the relevant laws and regulations.
- With respect to interactions with families accessing or potentially accessing a Breakaway service or program, the GENERAL MANAGER shall not allow conditions, procedures or decisions that are unsafe, undignified, and unnecessarily intrusive or that fail to provide respect or appropriate confidentiality or privacy.

3.3 Conflict of Interest

- Each Board member or staff member has a duty to place the interest of the organisation foremost in any dealings with the organisation.
- Board and staff members do not use their positions in such a way that a conflict of interest between the interest of the organisation and their personal interest can arise.

- If any Board member or staff member has an interest in a proposed transaction with the organisation, he or she must make full disclosure of such interest before any discussion or negotiation of such transaction.
- Business between Board members or staff (or their employees or company) and the organisation may be acceptable when there is a decided advantage to the organisation that could not otherwise be attained.
- Any Board member who is aware of a potential conflict they have with respect to any matter coming before the Board shall not vote in connection with the matter.
- The Breakaway Board meeting agenda will contain conflict of interest as a standard agenda item.

3.4 Nepotism

Board members will not show any favouritism through their exercise of their position on the Board that would result in any benefit whatsoever to close relatives or friends. The GENERAL MANAGER is also required to uphold this principle.

3.5 Research

Any research involving families accessing a Breakaway service or program other staff must adhere to the appropriate research standards.

This policy must be read in conjunction with the policies and procedures which supports this policy:

Fundraising Policy
 Public Relations and Media Policy
 Social Networking Usage Policy
 Technology Usage Policy
 Child Protection Policy
 Feedback and Complaints Policy

4. References

Corporate Governance Principles and Recommendations ASX Corporate Governance Council
 'It's Your Business' NSW Department of Ageing, Disability and Home Care
 Associations Incorporation Act 2009
 Privacy Act 1988 (Cth)
 Privacy and Personal Information Protection Act 1998 (NSW)
 NSW Disability Service Standards 1 & 6

5. Persons Responsible

All employees and volunteers are responsible for:

- Compliance with all Breakaway policies and procedures.

GENERAL MANAGER is responsible for:

- Ensuring the implementation of efficient and effective procedures and systems to ensure the implementation of this policy
- GENERAL MANAGER is responsible for communicating matters to the Board as required by this policy

Board are responsible for:

- Approval of this policy
- Implementation of this policy

6. Definitions

Breakaway – all Breakaway Incorporated services and programs

Board– the governing body of Breakaway, comprised of elected or appointed members who jointly oversee the activities and legal responsibilities of the organisation

Manager – refers to the GENERAL MANAGER

Staff – refers to employees and volunteers of the organisation

Family – refers to the parents/caregivers of the children or young people that receive support from Breakaway

Ethics - The basic concepts and fundamental principles of right human conduct. It includes study of universal values such as the essential equality of all men and women, human or natural rights, obedience to the law of land, concern for health and safety and, increasingly, also for the natural environment.

Conflict of interest – situations where a conflict arises between public duty and private interest which could influence the performance of official duties and responsibilities

Nepotism – Practice of appointing relatives and friends in one's organization to positions for which outsiders might be better qualified.

Confidentiality - "ensuring that information is accessible only to those authorized to have access and is protected throughout its lifecycle ". Confidentiality is an important principle in business because it functions to impose a boundary on the amount of personal information and data that can be disclosed without consent.

Due diligence – the degree of care and caution required by the circumstances of a person

Fiduciary duty – the highest standard of care imposed at either equity or law. The duty of caring for another's money.

Governance – is the legal authority of a Board to establish and be accountable for policies that will affect the life and work of the organisation.

Constitution – the name given to the memorandum and rules of an organisation

Risk – the likelihood and consequence of something happening that will have an impact on objectives

Risk management – the process of identifying, assessing and judging risks, assigning ownership, taking actions to mitigate or anticipate them, and monitoring and reviewing progress

Duty of care – the obligation to take reasonable care to avoid causing harm to another person

Conflict of interest – situations where a conflict arises between public duty and private interest which could influence the performance of official duties and responsibilities

Pecuniary interests – financial interests or other material benefits or costs

Non-pecuniary interests – political, religious, recreational, family or other interests

Vicarious liability – situation in which an employer can be found liable for wrongs committed by employees in the course of the employer's work

Vision – where an organisation wants to be at the end of the planning period

Values – the core principles that guide an organisation's service delivery and management

Document review history

<i>Date</i>	<i>Section</i>	<i>Change</i>