

Code of Ethics and Conduct Agreement **For Organisers**

I[name] agree to abide by the Home Based Learning Network Code of Ethics and Conduct as outlined below:

I undertake to act ethically, responsibly and in the best interests of the organisation at all times in my role with HBLN I commit to adhering to the following:

1. HBLN Values:

- I will act with honesty and integrity, and:
 - act honestly at all times
 - be transparent when making decisions or giving advice
 - ensure all actions can withstand scrutiny

- I will act with respect and courtesy, and:
 - act fairly and equitably
 - respect others, their values and their rights
 - respect privacy and confidentiality
 - create an environment that is free of discrimination, harassment or victimisation

2. Standards of work:

I will perform my duties to the best of my ability and at the highest level of professional conduct. I will be accountable for my work and my interactions with others.

- I will maintain accountability and:
 - work within the goals and objectives of the organisation
 - follow the rules, policies and procedures of the organisation
 - act within the law
 - undertake all duties in a diligent manner
 - not act in a way that brings me, or HBLN into disrespect

- In my personal behaviour I will:
 - work cooperatively as a member of the team
 - support colleagues and treat everyone with respect and courtesy
 - discuss ethical concerns with colleagues and managers
 - project a positive image of the organisation
 - not be absent from my duties without an appropriate reason
 - maintain confidentiality

3. Conflict of interest

I will adhere to the HBLN Conflicts of Interest Policy and:

- act impartially and without prejudice
- declare any potential or actual conflict of interest
- not accept gifts or benefits that would influence my decisions.

4. Confidentiality and privacy

I will adhere to the HBLN policies on Confidentiality and Privacy and respect and keep confidential internal matters of the organisation, and respect the privacy of others.

5. Use of resources

I will:

- recognise the physical, financial, technological resources and intellectual property resources that belong to HBLN
- use all work resources efficiently and only for appropriate purposes
- respect and safeguard the resources

I will adhere to the HBLN policy on Use of equipment for personal use.

6. Harassment and bullying

I will ensure that my behaviour is never discriminatory, harassing or bullying, and report any behaviour that I believe is breaching the HBLN Equity and Diversity policy.

7. Reporting unethical behaviour

I will report to the HBLN Coordinator any behaviour by HBLN personnel that I believe is unethical, including:

- workplace behaviour that is contrary to these procedures
- workplace behaviour that violates any law, or is corrupt conduct or misconduct
- mismanagement of resources or fraudulent behaviour
- behaviour that creates a danger to public health, safety or the environment.

8. Related HBLN policies

I have read the following HBLN policies and agree to follow them:

- Conflicts of Interest
- Confidentiality
- Privacy
- Use of equipment for personal use
- Grievance, Complaints and Disputes Procedure

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Signature

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Name

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Date

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Witness signature

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Witness name

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Date