



Code of Conduct

WA Parks Foundation

Connecting People to Parks

Version	Effective	Next review	Owner
1.1	June 2018	July 2019	Board Advisor, Strategy & Governance
1.2	October 2018	December 2019	Board Advisor, Strategy & Governance

CODE OF CONDUCT

The purpose of the WA Parks Foundation Code of Conduct is to clearly define the values and preferred behaviours for the way we undertake our business, deal with each other and relate to our stakeholders and the community within which we work. Our Code of Conduct defines the personal and professional standards to be followed.

The Code of Conduct applies to everyone at the WA Parks Foundation, and we are all required to act in a manner that is consistent with the Code of Conduct. It is not just about the words that are used in the Code of Conduct, it is about the way we act when dealing with fellow directors, employees, volunteers, partners, members, the community and other stakeholders.

The WA Parks Foundation's Mission is "to connect people to our Parks and nature and through collaboration, deliver projects that celebrate, protect, increase understanding and enrich our Parks to increase people's sense of connection".

Acting consistently within the principles contained in our Code of Conduct and displaying positive behaviours will ensure that the WA Parks Foundation is viewed and valued by our customers and community, consistent with our vision. It will also promote a culture of fair and ethical behaviour.

Everyone at the WA Parks Foundation needs to read and familiarise themselves with the Code of Conduct and to act in accordance with those principles at all times.

The Hon. Kerry Sanderson AC
Chair, WA Parks Foundation

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1 WA PARKS FOUNDATION VISION, MISSION AND VALUES

1.1 Our Vision

Our Parks are increasingly loved and visited and the plants, animals, landscapes and cultural values they embody are protected and a source of pride for all Western Australians thus contributing to peoples' health, wellbeing and to ecotourism.

1.2 Our Mission

To connect people to our Parks and nature and through collaboration, deliver projects that celebrate, protect, increase understanding and enrich our Parks to increase people's sense of connection.

1.3 Our Purpose

WA Parks Foundation believes in connecting people to nature and that this will improve wellbeing and environmental outcomes. We want everyone to feel connected to nature and Our Parks.

1.4 Our Goals

The WA Parks Foundation business goals currently focus on;

- Help, protect and enrich WA's Parks and their conservation values
- Develop people's love of, pride in and connection to Parks
- Build and support a network of partners, drive community and corporate engagement with Parks and promote philanthropy.

1.5 Our Values

Our Values help us to know what behaviour we expect of each other in the workplace. Organisational values help us to achieve our Vision and Mission, and to know that we work as part of an organisation with values aligned with our own. They also provide guidance to help us make the right decisions.

WA Parks Foundation's Values define our expectations of our workplace and of each other in our interactions with customers, the community and our colleagues.

We are...

COLLABORATIVE – We understand that we can achieve more by collaborating with others. *We collaborate and work together with traditional owners, land managers, cultural leaders, scientists, recreation professionals and our community. We are inclusive and make collaboration part of how we do business.*

We are here to...

CONSERVE – Our Park experiences have shaped us and hold deep meaning and value. Our wish is to gift this value to our children and future generations. We are stewards of our Parks and help conserve and protect our natural environment.

We value the...

OUTDOORS – We value the natural treasures on our doorstep. We love getting outdoors and encouraging others to experience and enjoy our amazing land and marine parks. *Everything we do is to encourage the experience and appreciation of nature and the outdoors.*

We seek...

UNDERSTANDING – Through increasing understanding we help people to gain greater appreciation of Our Parks and build the emotional value and sense of stewardship to conserve them. *We are here to further explore and discover what Our Parks can teach us and through this, better understand and celebrate their true meaning and intrinsic value. Our role is to help increase understanding of the vital role nature holds for our lives and our connection to it, and our interconnection with it.*

We facilitate...

WELLBEING – Positively connecting with Our Parks nurtures our physical, mental, spiritual, social and economic wellbeing. *We understand that the health of Our Parks directly impacts our health and the health of our society. We are mindful that all of our choices will positively support the wellbeing of Our Parks and us. In Our Parks, we find joy.*

We are...

REAL – Nature is the real world, the more time we spend with nature the more real we become. *We are real, grounded, approachable, practical and true.*

2 INTRODUCTION

The WA Parks Foundation is an independent, non-profit organisation that works towards community and environmental benefits.

2.1 Why we need a Code of Conduct

This Code of Conduct provides clear guidelines for the standards of behaviour and ethical and accountable decision-making expected in our dealings with each other, our customers and the community. The Code clearly states the minimum standards of behaviour and explains the way you are expected to perform your duties and conduct business while representing WA Parks Foundation. The Code of Conduct is based on WA Parks Foundation values and what we believe to be right.

2.2 Who the Code of Conduct covers

Everyone at the WA Parks Foundation, including directors, employees, contractors and consultants, must be conscious of, and operate in accordance with the Code of Conduct.

2.3 When the Code of Conduct applies

The Code of Conduct applies when you are at work, at work functions on or off site or when you are representing WA Parks Foundation at events or in professional forums.

3 PERSONAL AND PROFESSIONAL BEHAVIOUR

Everyone is expected to behave in a way that positively reflects our values. This ensures WA Parks Foundation maintains the trust and confidence of our partners, the community and other stakeholders.

The Foundation must also demonstrate the behaviours required to comply with our not-for profit status and the associated laws and regulations, including our endorsement as a Deductible Gift Recipient.

While working at WA Parks Foundation we will:

- behave in a way that upholds our values and good reputation
- behave ethically, honestly and with integrity
- act with care and diligence
- treat everyone with respect, fairness and courtesy
- maintain a safe and healthy workplace
- maintain, use and continuously develop our knowledge and skills
- comply with all lawful and reasonable directions given by the Foundation
- comply with all applicable Australian laws and regulations.

3.1 Fraudulent, Corrupt or Misleading and Deceptive Behaviour or Conduct

WA Parks Foundation is committed to a work environment that is resistant to fraud and corruption and is dedicated to implementing effective measures to minimise fraud and corruption risk and ensuring highest standards of legal, ethical and moral behaviour.

Fraud is dishonest, deceptive activity causing actual or potential financial loss to any person or organisation including theft of money or other property by employees or people external to the organisation.

Corruption is dishonest activity in which an individual member of an organisation acts contrary to the interests of the organisation and abuses his/her position of trust to achieve personal gain or advantage or advantage for another person or organisation.

As representatives of the Foundation we will:

- not engage in behaviour or conduct that is fraudulent, corrupt or misleading and deceptive;
- not make use of the WA Parks Foundation's information, systems, property or its position to gain or seek improper benefit for ourselves, the Foundation or a third party; and
- report any actual or suspected breach of this Code of Conduct, in particular fraud, corruption or misleading and deceptive behaviour.

3.2 Unethical Behaviour

(i) Discrimination

Discrimination occurs when a person is treated less favourably than another person in the same or similar circumstances.

The grounds of discrimination include age, gender, impairment or disability, pregnancy or potential pregnancy, marital status, breastfeeding, family responsibility, political conviction, family status, religious conviction, sexual orientation, spent convictions, race (including colour, ethnicity and national origin), association with someone who has any of these attributes.

As representatives of the WA Parks Foundation we must not harass or discriminate against or in favour of anyone on these grounds.

The WA Parks Foundation fully supports the principles of the Western Australian Equal Opportunity Act 1984 and Commonwealth equal employment opportunity and anti-discrimination legislation.

(ii) Harassment

Harassment occurs when a person engages in offensive, abusive, belittling or threatening behaviour directed at an individual or a group because of a real or perceived attribute or difference. This type of behaviour is unlawful under a range of State and Federal anti-discrimination legislation.

The WA Parks Foundation is committed to treating people with dignity and respect.

(iii) Bullying

Bullying is unreasonable or inappropriate behaviour directed towards a person, or group of people, that a reasonable person, having regard to the circumstances, would expect to victimise, humiliate, undermine or threaten the victim(s). It may result in physical or psychological harm to the victim.

Workplace bullying is considered unacceptable workplace behaviour and will not be tolerated by WA Parks Foundation. It may breach occupational safety and health laws and the bully may also be the subject of proceedings in the Fair Work Commission.

Bullying does not include legitimate management actions, such as actions taken to discipline, transfer, demote or dismiss employees.

Anyone found to have participated in bullying, violence or aggression towards another person will be subject to disciplinary action, up to and including dismissal. They may also be liable under civil and/or criminal law.

(iv) Victimisation

Victimisation is when a person is punished or threatened with punishment because they:

- raised a concern about discrimination or harassment;
- threatened to raise a concern; or
- took part in a process to deal with such a concern (including acting as a witness, or support person or responding to an allegation).

Anyone who is found to have victimised another person will be subject to disciplinary action, up to and including dismissal.

3.3 Use of WA Parks Foundation Property, Facilities & Services

Everyone is responsible for taking care of WA Parks Foundation property.

It is expected that we will:

- use the resources, including information, property and systems of the Foundation effectively, economically, properly and lawfully;
- not use the Foundation's resources for personal or financial gain; and
- report any damage or loss of property and/or equipment immediately.

4 HEALTH, SAFETY AND ENVIRONMENT

The WA Parks Foundation is committed to providing a safe and healthy environment, guided by local laws, regulations, standards and procedures and industrial practice.

- Employees must work safely and be responsible for their own and others' safety. This includes ensuring everyone is free from the influence of drugs or alcohol as these may adversely affect safety and work performance.
- The WA Parks Foundation supports a smoke-free environment. Smoking in any of WA Parks Foundation' enclosed areas including buildings is prohibited.
- The Foundation wants to protect and minimise the impact on the natural environment as much as possible. It is everyone's responsibility to make sure that our actions and decisions impact as little as possible on the environment.
- Safety and environmental incidents and complaints must be reported to the General Manager immediately.

The WA Parks Foundation is a family-friendly organisation and recognises the importance of achieving an appropriate and healthy work life balance.

5 USE AND RELEASE OF INFORMATION

5.1 Confidentiality

Confidential information is information that is sensitive in nature and needs to be kept secure with restrictions on who is able to access it.

There is an obligation to maintain the confidentiality of all information obtained while working with the WA Parks Foundation.

Information about the WA Parks Foundation that is available on our website, in media communications, media releases or in the Annual Report is considered to be in the public domain and can be distributed and discussed.

We will:

- maintain appropriate confidentiality in regard to the Foundation's confidential information;
- respect the privacy of individuals and the security of personal information;
- protect the Foundation's intellectual property;
- raise concerns of improper use of corporate information.

5.2 Intellectual Property

Intellectual property can include legal rights relating to intangible property such as copyright, trademarks, designs and patents as well as a range of resources including plans, strategies, artwork, logos, databases, reports or research.

WA Parks Foundation retains the copyright of work produced by employees and volunteers while working for the WA Parks Foundation. Copyright can be retained if approved by the WA Parks Foundation, or if WA Parks Foundation's time, name, information or resources were not used in production of the work.

5.3 Public Comment

Public comment includes comments on radio and television, expressing views in public forums, in letters to the newspapers or in books, journals, social media or notices where it might be expected that the publication or circulation of the comment will reach the community at large.

It is inappropriate to publicly discuss issues sensitive to the WA Parks Foundation, issues not in your area of expertise and issues where you have limited knowledge.

Only those specifically authorised as specified in the Foundation's approved Communications and Engagement Strategy may communicate with the media, make public comment and release information as a representative of WA Parks Foundation. Authorised representatives must ensure that the information is factually correct and meets WA Parks Foundation's legal obligations.

Anyone requested by media to provide information about WA Parks Foundation should direct the enquiry without comment to the General Manager.

5.4 Social Media

WA Parks Foundation recognises that social media is an important communication tool for business and that it is increasingly used for work and personal communications.

When engaging in social media at work or at home you must:

- Take responsibility for your actions to ensure that you do not adversely affect WA Parks Foundation, our customers or your co-workers (including contractors and volunteers);
- Act lawfully and ethically and show respect for others, behaving consistently with WA Parks Foundation' values;
- Ensure that you make it clear that your posts are your own views and not those of WA Parks Foundation.

The approval of the General Manager or her/his delegate is required before publishing any matter, article or comment on behalf of WA Parks Foundation. Employees not authorised, accordingly may not comment in any forum as representatives of WA Parks Foundation, whether it is via equipment and internet facilities provided by WA Parks Foundation or via privately owned facilities and equipment. Refer any issues or negative comments you come across to the General Manager.

If WA Parks Foundation finds that your conduct, on or off the job, adversely affects your performance or adversely affects WA Parks Foundation, our customers or your co-workers, you may be subject to disciplinary action up to and including dismissal.

6 CONFLICT OF INTEREST

A conflict of interest is a situation arising from conflict between the performance of your role at WA Parks Foundation and private or personal interests. Conflicts may involve private, financial or political interest and may be perceived, potential or actual.

The term 'private interest' includes not only the personal, professional or business interests that you have, but also the personal, professional or business interests of individuals or groups you associate with.

Private or personal interests are those interests that can, or may be perceived, to bring a benefit or advantage to you as an individual, or to others whom you may wish to benefit or advantage, or to disadvantage.

Everyone should refrain from situations where a conflict of interest exists or could potentially exist and must disclose any actual or potential conflicts to the Chair and/or General Manager immediately.

We will:

- Disclose and take reasonable steps to avoid any actual, perceived or potential conflict of interest in connection with our work with the Foundation;
- Openly declare private interests and affiliations that may conflict with or be perceived to conflict with the Foundation or the relevant individual's duties or position;
- Ensure decisions are accurately recorded so that they are transparent and capable of review;
- Follow legislated and/or policy requirements for managing real, perceived or potential conflicts of interest;
- Refuse any gift, benefit or hospitality that is likely to place the Foundation under an actual or perceived commercial, moral or ethical obligation to other organisations or individuals.

6.1 Gifts and Benefits

Gifts or benefits in connection with your role at the WA Parks Foundation must not be requested or encouraged.

A gift of money or a gift voucher/s is not acceptable, unless it is a donation to the Foundation.

You also must not accept gifts, benefits, or hospitality that;

- are beyond that which is considered normal and legitimate business practice;
- could be, or could be seen to be, an inducement, incentive or reward for preferential treatment; or
- could place you under an obligation that either directly or indirectly compromises or influences you in the performance of your

7 BREACHES

7.1 Identifying a Breach of the Code of Conduct

If confronted with a situation or issue that may represent a breach of the Code of Conduct and are unsure of what an appropriate response or action should be, the following questions should be asked:

- Is the situation covered in the Code of Conduct and does it meet the required standard that has been set?
- Is the behaviour in line with WA Parks Foundation's values?
- Would it look acceptable on the news, on the front page of a newspaper or in social media?
- Is the behaviour in line with our safety and environmental standards?
- Would I be comfortable telling my family or work colleagues about my actions if I did this?

If you answer "no" to any of these questions then you may be confronting a situation or considering behaviour that may be in breach of the Code of Conduct.

7.2 Reporting a Breach of the Code of Conduct

Failure to comply with the Code of Conduct could breach employment contracts, standards of ethical behaviour and may result in disciplinary action up to and including dismissal.

WA Parks Foundation will ensure that everyone is treated fairly in investigating any alleged breaches of the Code of Conduct and all investigations.

Any actual or suspected misconduct or breach of the Code of Conduct, policies, guidelines or procedures should be raised with General Manager or Chair of the Foundation.

If a contract employee breaches the Code of Conduct the matter will be referred to their employer for appropriate action.

If you break the law, you will be personally liable for your actions. The WA Parks Foundation may also be required to refer the incident to the Police, the Corruption and Crime Commission or other appropriate body.

8 MONITORING AND REVIEW

The administration of the Code of Conduct rests with the General Manager.

The General Manager will monitor to ensure all employees are made aware of their requirements under the Code of Conduct and to ensure the Code of Conduct continues to meet the necessary requirements.

The Code of Conduct is reviewed annually by the Board Advisor Strategy and Governance.

After the Board Advisor Strategy and Governance has conducted a review of the Code of Conduct, the General Manager and Chair of the Board have responsibility for signing-off the document.