



The Buddhist Society of Western Australia (Inc.)

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## **Code of Conduct Policy**

Date written: 28<sup>th</sup> August 2020

Written by: Natalie Mar, Venerable Mettaji, Stephen Connell

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Approved by: Stephen Connell, Full committee

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## **PURPOSE AND OBJECTIVES**

The Buddhist Society of Western Australia (BSWA) is committed to comply with applicable laws and Standards, to promote a culture of fair and ethical behaviour and to encourage the reporting of corrupt practices, breaches of the law, and matters detrimental to the BSWA or its reputation. Committee members will lead by example in actively promoting and complying with this Code of Conduct.

In taking our inspiration from the 4 Brahmaviharas: Metta, Karuna, Mudita and Upekkha, the BSWA encourages positive and collaborative interactions, kind speech; and peaceful efforts in resolving misunderstandings or disputes.

## **POLICY**

The Code of Conduct outlines the required standard of acceptable conduct and behaviour that is expected of all volunteers, staff, members, and committee members in the performance of their duties and interactions in the BSWA. This required standard of acceptable conduct and behaviour supports BSWA's ability to maintain public trust and confidence in the integrity and professionalism of the services provided to the community, and our ethos of propagation of the teachings of the Buddha and the practice and realisation of Buddhist Principles, with a special emphasis on morality, meditation, and wisdom and the Theravada tradition.

The Code of Conduct and the behaviours outlined within it are fundamental to BSWA building healthy and positive relationships with its clients. The Code of Conduct also governs the way in which staff, volunteers, members and committee members are to relate to other staff, volunteers, members and committee members.

## **CODE OF CONDUCT**

The BSWA aspires to be peaceful, kind and gentle in every interaction through this code of conduct.

- We recognise each other as well-meaning and equal contributors with the best of intentions.
- We will provide an induction whenever necessary to assist the achievement of roles and responsibilities.
- A full operations manual of policies and procedures will be easily available and regularly updated.
- We acknowledge our generous benefactors and will do our best to accommodate their donor-directed requests whether they be private; by bequest; through government funding or relief; or external grants.
- We commit to practicing good ethics and good decisions based on our Buddhist Values and Principles.
- We respect and promote all human rights.
- We never compromise our integrity or BSWA's reputation and trust in exchange for a short-term gain.
- We aspire to learn from the opportunity in our interactions and to build and enhance trust between us, and with all agencies and third parties.
- We honour privacy and confidentiality and protect information carefully.
- We respect all Federal and State laws and meet the reasonable expectations of any regulator.
- We will be honest and transparent in our dealings and prompt in responding to enquiries.
- Where we disagree with a law or instruction we will try and courteously resolve the matter before going to law or further redress.
- We maintain safe, accommodating and efficient spaces
- We make good efforts to avoid conflicts of interest.
- We keep accurate and transparent records that can be viewed on inspection.

## **RESPONSIBILITIES**

The BSWA Committee members are responsible for the effective management of the Code of Conduct.

All staff, volunteers and BSWA Committee members have a responsibility to comply with legislation, BSWA policy, procedures and the Code of Conduct, perform their duties effectively, provide impartial and accurate advice and act in a manner that promotes a productive and harmonious environment.

## **USE OF INFORMATION**

Confidential information is information obtained or developed in the course of the conduct of BSWA and if disclosed will or could lead to risk, damage or injury to BSWA, its staff, volunteers, members, committee members, clients or third parties.

All staff, volunteers, members, committee members must:

- Protect confidential information.
- Only access confidential information when it is required for work purposes.
- Not use confidential information for any unofficial or non-work purposes.
- Only release confidential information if authorised to do so.

Staff, volunteers, members, committee members are only permitted to release confidential information in accordance with established policies and procedures. As a guideline, staff, volunteers, members, committee members shall not give information unless required to do so by law or if appropriate authority has been granted to release the information.

The information is officially available to the public and is released in accordance with BSWA procedures.

## **COMMITTEE MEMBERS**

- Shall, in all business conducted under the aegis of the BSWA, place the interests of the BSWA over their own interests of those of any other person or persons;
- Shall observe the provisions of the Constitution, policies, and rules of the BSWA;
- Shall, as far as possible, attend all meetings of the Board, and, in the event that they are prevented from attending any meeting of the Board, 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 BSWA, staff, and office bearers of the BSWA, with respect, kindness, and patience;
- Shall not so act as to bring the BSWA or its mission into disrepute.

## **VOLUNTEERS**

- Shall, in all business conducted under the aegis of the BSWA, place the interests of the BSWA over their own interests of those of any other person or persons;
- Shall observe the provisions of the constitution, policies, and rules of the BSWA;
- Shall treat the other members of the BSWA, staff, and office bearers of the BSWA, with respect, kindness, and patience;
- Shall undertake any training necessary for the performance of their duties;
- Shall, in any work carried out for the BSWA, follow the directions of their designated supervisors;

- Shall not so act as to bring the BSWA or its mission into disrepute.

## **STAFF**

- Shall, in all business conducted under the aegis of the BSWA, place the interests of the BSWA over their own interests of those of any other person or persons;
- Shall observe the provisions of the Constitution, policies, and rules of the BSWA, including any policies on conflict of interest;
- Shall enthusiastically and competently carry out the duties specified by their contract of employment;
- Shall treat the other members of the BSWA, staff, and office bearers of the BSWA, with respect, kindness, and patience;
- Shall undertake any training necessary for the performance of their duties;
- Shall, in any work carried out for the BSWA, follow the directions of their designated supervisors;
- Shall not so act as to bring the BSWA or its mission into disrepute.

## **MEMBERS**

- Shall observe the provisions of the Constitution, policies, and rules of the BSWA;
- Shall treat the other members of the BSWA, staff, and office bearers of the BSWA, with respect, kindness, and patience;
- Shall not so act as to bring the BSWA or its mission into disrepute.

## **MONITORING AND REVIEW**

All BSWA Committee members are responsible for monitoring and evaluating the operation of this policy within their area of responsibility.