

POLICY – Code of Ethics

Policy Title	CEF Code of Ethics
Policy Number	Governance 1.001
Version Number	1
Date Approved	3/9/2019
Review Date	9/2022
Policy Officer	Operations Manager
Responsible Person/s	Chief Executive Officer / Board
Scope	All stakeholders <i>* Stakeholders of CEF includes but is not limited to; volunteers, staff, Board members, students, alumni, contractors</i>
Purpose	This policy is designed to provide guidelines within which all stakeholders can operate in pursuit of the objectives of the Country Education Foundation of Australia (CEF). At all times stakeholders of CEF are expected to operate as such that the reputation and standing of CEF in the community will be enhanced.
POLICY STATEMENT	

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

All Stakeholders

- Shall observe the provisions of the Constitution, policies, and rules of the organisation;
- Shall treat the other stakeholders of the organisation including but not limited to the Board members, staff, volunteers, students and alumni, with respect.
- Shall not so act as to bring the organisation or its mission into disrepute.

Officebearers

In addition to the requirements for all stakeholders;

- Shall carry out enthusiastically and competently the duties assigned to the position;
- Shall, in all business conducted under the aegis of CEF, place the interests of the organisation over their own interests or those of any other person or persons;
- 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;

Board Members

In addition to the requirements for all stakeholders;

- Shall, in all business conducted under the aegis of CEF, place the interests of the organisation over their own interests or those of any other person or persons;

- Shall, as far as possible, attend all meetings of the Board, in person or by telephone/video 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;

Staff

In addition to the requirements for all stakeholders;

- Shall, in all business conducted under the aegis of CEF, place the interests of the organisation over their own interests or those of any other person or persons;
- Shall, when required and as far as possible, attend all meetings of the Board, in person or by telephone/video 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 enthusiastically and competently carry out the duties specified by their contract of employment;
- Shall undertake any training necessary for the performance of their duties;
- Shall, in any work carried out for the organisation, follow the directions of their designated supervisors;

Volunteers

In addition to the requirements for all stakeholders;

- Shall, in all business conducted under the aegis of CEF, place the interests of the organisation over their own interests or those of any other person or persons;
- Shall undertake any training necessary for the performance of their duties;

Policies can be established and amended only by the Board. ***Procedures*** can be amended by the CEO