Country Education Foundation of Australia Ltd ACN 103 889 452 ("CEF")

Policy Title	**Code of Ethics**
Policy Number	Governance 1.001
Version Number	2
Original Approved	3/9/2019
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Policy Officer	Operations Manager
Responsible Person/s	Chief Executive Officer / Board
Scope	CEF Board, staff and volunteers and alumni.
Purpose	This policy is designed to provide guidelines within which all stakeholders can operate in pursuit of the objectives of Country Education Foundation of Australia Pty Ltd ACN 103 889 452 (CEF). At all times stakeholders of CEF are expected to conduct themselves and behave so that the reputation and standing of CEF in the community will be enhanced.

POLICY STATEMENT

1. Introduction

1.1 CEF commits itself to operating in accordance with this ethical code.

1.2 CEF commits to upholding the values of:

1.2.1 Equality;

1.2.2 Empowerment;

1.2.3 Connection; and

1.2.4 Sustainability.

2. Stakeholders

2.1 All Stakeholders shall:

2.1.1 observe the provisions of the Constitution, policies, and rules of the organisation;

2.1.2 treat the other stakeholders of the organisation including but not limited to the Board members, staff, volunteers, students and alumni, with respect; and

2.1.3 not so act as to bring the organisation or its mission into disrepute.

3. Officebearers

3.1. An officebearer is any member of a local foundation committee.

3.2. In addition to the requirements for all stakeholders, office bearers shall:

3.2.1. carry out the duties assigned to the position enthusiastically and competently;

3.2.2. 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;

3.2.3. as far as possible, attend all committee meetings and, in the event that they are prevented from attending any meeting, shall notify the secretary of their absence in advance of the meeting;

3.2.4. devote to their duties the amount of time required to carry them out thoroughly and effectively; and

3.2.5. undertake any training necessary for the performance of their duties.

4. Board Members

4.1. In addition to the requirements for all stakeholders, members of the Country Education Foundation of Australia Ltd Board shall:

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

4.1.2. 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;

4.1.3. devote to their duties the amount of time required to carry them out thoroughly and effectively; and

4.1.4. undertake any training necessary for the performance of their duties.

5. Staff

5.1. In addition to the requirements for all stakeholders, staff shall:

5.1.1. 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;

5.1.2. when required and as far as possible, attend all meetings, in person or by telephone/video and, in the event that they are prevented from attending any meeting, shall notify the CEO of their absence in advance of the meeting;

5.1.3. enthusiastically and competently carry out the duties specified by their contract of employment;

5.1.4. undertake any training necessary for the performance of their duties; and

5.1.5. in any work carried out for the organisation, follow the directions of their designated supervisors.

6. Volunteers

6.1. In addition to the requirements for all stakeholders, volunteers shall:

6.1.1. 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; and

6.1.2. undertake any training necessary for the performance of their duties.

7. Alumni

7.1. Alumni are any current or past recipients of a CEF grant.

7.2. When officially representing CEF, in addition to the requirements for all stakeholders, alumni shall:

7.2.1. carry out the duties assigned when representing CEF enthusiastically and competently;

7.2.2. 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.