

PESA CODE OF CONDUCT

Introduction:

At PESA we value diversity of thought and experience and believe that our inclusive culture is a cornerstone of what we represent (see the *PESA Diversity Statement*). We expect members to be guided by a high standard of business ethics, personal honour and professional conduct (see the *PESA Code of Ethics*).

Purpose:

The purpose of this document is to define a code of conduct that is expected of all PESA members when acting on behalf of PESA or attending a PESA related event. This document is designed to complement the *PESA Code of Ethics*, the *PESA Diversity Statement* and the *PESA Rules*.

PESA Code of Conduct Policy:

1. Safety:

To ensure a safe working environment all PESA members and volunteers must comply with the following safety measures when conducting business on behalf of PESA:

- 1.1 - Take all necessary steps to identify, manage and prevent workplace injuries and incidents that may affect you and those around you.
- 1.2 - Speak up if you see unsafe practices and stop the activity if you consider it unsafe.
- 1.3 - Report any injuries, incidents, or concerns to the event/field trip co-ordinator. They may then report this to the executive committee if further follow up is required.
- 1.4 - Ensure you are medically fit and able to undertake your work.

2. Bullying and Harassment:

PESA in accordance with the *Fair Work Act 2009 (Cth)*, supports an environment that is free from harassment, discrimination, and bullying. PESA is committed to an inclusive, diverse, and non-discriminatory environment (see *PESA Diversity Statement* and *PESA Code of Ethics*).

When acting on behalf of PESA or attending a PESA related event, all PESA members and volunteers must:

- 2.1 - Treat all PESA committees, volunteers, members, contractors, consultants, and applicants fairly and equitably in all matters. Awards and appointments should be made according to a person's skills, qualifications, abilities, and achievements. This includes but is not limited to, bursaries, scholarships, membership status and committee positions.
- 2.2 - Be inclusive and do not discriminate in accordance with each state's equal opportunity and anti-discrimination laws. Discrimination may occur if a person, or group of persons are treated less

favourably because of age, gender, religion, cultural background, national or ethnic origin, social group, sexual orientation, gender identity, political opinion, marital status, or disability.

2.3 - Treat others respectfully and do not engage in bullying behaviour.

2.4 - Do not engage in racial or sexual harassment in accordance with the *Sex Discrimination Act 1984 (Cth)* and each state's equal opportunity and anti-discrimination laws. This includes but is not limited to abusive and intimidating behaviour, name-calling and insults, suggestive comments or jokes and unwelcome physical contact.

2.5 - Act ethically and lawfully in all business conduct.

3. Other:

When acting on behalf of PESA or attending a PESA related event, all PESA members, volunteers and committee members must:

3.1 - Ensure that any exchange of gifts or benefits connected with PESA is appropriate and transparent. Any gifts or benefits deemed inappropriate must be declined. A gift or benefit may be improper if, when exercising your good judgement and acting lawfully and ethically, you determine that the gift or benefit was disproportionate in the circumstances or the context in which it was offered.

3.2 - Never engage in any act of bribery or corruption, excluding exceptional circumstances in which there is a threat to your health or safety.

3.3 - Not make any donations to a political party on behalf of PESA.

3.4 – Ideally, avoid situations in which your personal interest's conflict, may conflict, or may appear to conflict with PESA's interests, and declare any conflict of interest as required.

Complaint Resolution Mechanism:

Any complaint of unlawful behaviour will be referred to law enforcement.

Under section 38 of the PESA Rules:

- (1) A complaint can be lodged by any person or body against any member with the President of the Federal Executive or with the State President of any Branch.
- (2) If a complaint is received under Rule 38(1), the party making the complaint will be required to provide the most complete information about the matter available to the Society, including supporting documentary evidence where available.
- (3) Upon receipt of a complaint under Rule 38(1), the complaint shall promptly be referred to the Branch Committee of the Branch that the member is affiliated with for consideration and determination of what actions, if any, to be taken, whether under Rule 34 or otherwise.

In addition, a complaint can be made directly to the administration through the following email:

membership@pesa.com.au

Review:

This Code will be reviewed periodically by the PESA Board.