



**R S L N S W**

*Respecting, supporting and remembering  
our veterans and their families*

# CODE OF ETHICS & PROFESSIONAL BUSINESS CONDUCT

<b>VERSION</b>	1.0
<b>DOCUMENT STATUS</b>	Approved
<b>POLICY OWNER</b>	Governance
<b>POLICY AUTHOR</b>	Governance
<b>APPROVED BY</b>	RSL NSW Board
<b>EFFECTIVE DATE</b>	September 2020

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## 1. Purpose

The Purpose of this Code of Ethics & Professional Business Conduct (**Code of Conduct**) is to provide a framework of expected behaviours of all RSL NSW employees, promoting a positive workplace culture and aligning behaviours to the organisation's core values.

## 2. Policy Scope

This Policy applies to anyone who is employed by or works for RSL NSW (including contractors, volunteers and students gaining work experience at RSL NSW).

The principles set out in this Code of Conduct are intended to apply to any RSL NSW-related context, including visitations, social functions and business trips.

As a condition of employment, all employees must comply with this policy and any amendments made from time to time. However, this policy does not form part of any employee's contract of employment and is not binding on RSL NSW. RSL NSW may vary or update the information contained in this document and other policies and procedures at its discretion. Every effort will be made to keep employees informed of any changes.

## 3. Policy Statement

RSL NSW is committed to ethical behaviour, professionalism and integrity in its business practices and expects the same commitment from its people. It expects its people to:

- Act lawfully, honestly, in good faith and in the best interests of RSL NSW ;
- Perform their roles with care and diligence;
- maintain and develop the knowledge and skills necessary to carry out their duties and responsibilities;
- Treat people with respect and in a professional manner;
- Properly manage conflicts of interest;
- Not engage in conduct likely to bring RSL NSW into disrepute;
- Not use their position with RSL NSW for improper advantage, personal benefit or gain;
- Ensure responsible use of company information, funds, equipment and facilities;
- Not accept money or gifts from any stakeholder of RSL NSW ;
- Not engage in discriminatory behavior;
- Familiarize themselves and comply with policies and procedures of RSL NSW;
- Ensure they are well presented and dressed neatly and tidily in a manner commensurate with the position they hold in the organisation or the work being delivered by them from time to time.

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The above list is not exhaustive and this Code does not replace the need for common sense in how staff conduct themselves.

If any person is in doubt as to what conduct is appropriate in any particular situation, they should seek advice and direction from their manager, a member of the Senior Executive Leadership Team and in relation to contract staff, their RSL NSW key contact.

#### **4. Policy Ownership**

Responsibility for review of this policy sits with the Chief Financial Officer. The policy should be reviewed, at a minimum, biennially or following significant organisational change. This policy is approved by the RSL NSW Board.

#### **5. Breach of this Policy**

A breach of this policy or any of RSL NSW policies or procedures may result in disciplinary action.

#### **6. References & Resources**

##### **Legislation, Standards, etc related to this policy**

RSL NSW

Fair Work Act 2009 (Cth)

Whistleblower Policy

#### **7. Document Control**

<b>Number</b>	<b>Version</b>	<b>Position Responsible</b>	<b>Approved By</b>	<b>Scheduled Review</b>
1	1.0	Governance and Legal	Board	September 2022