

Code of conduct for members

The Board of Being recognises the huge contribution and commitment made to Being by its members. The purpose of this Code is to maintain high standards of conduct between Being's people and its members and to protect the best interests of Being at all times. Conduct with, as well as within, Being, is driven by our purpose and our values. This Code of Conduct for members is part of our overall set of Being codes.

We expect our people and our members to conduct their dealings with each other in accordance with this Code. So that there can be no doubt as to what is expected of our people and our members in this regard, the Board of Being has endorsed this Code.

1. Summary

Our people and our members are expected to:

1. promote the values, aims, rules and regulations of Being by always presenting it and each other in a positive light
2. act only in the interests of Being as a whole, not individuals or small groups
3. listen and respect the views of each other and always use appropriate and respectful language and behaviour
4. champion equality and respect the rights, dignity and worth of all people, as well as of each other, regardless of sex, pregnancy, marital status, age, race (including their colour, nationality, descent, ethnic or religious background), physical or intellectual impairment, or sexual orientation
5. positively contribute to the effective work of Being
6. respect the office of the Chair to ensure the orderly conduct of meetings and any management of conflict

Our people and our members are expected to not:

1. attempt to exercise individual authority over one another or to use their influence to obtain a benefit for themselves, family members or associates
2. become inflexibly caught up in promoting their own views
3. pass any confidential information gained through their relationship with Being to a third party
4. gossip or act with bias or prejudice towards others

5. use offensive or discriminatory language or behaviour
6. keep quiet if they have concerns
7. consume alcoholic drinks, illegal substances or smoke during meetings.

This Code prescribes the minimum standards of conduct expected of our people and our members. Violations of the Code can have severe consequences and will result in appropriate discipline being taken, up to and including discharge or loss of role or membership where warranted by the circumstances.

Please Remember - Being is a Charity

Being's purpose is to pursue the charitable purpose of promoting the prevention or control of mental health issues, diseases and/or illnesses in human beings in Australia through policy advocacy and consultation, public engagement, provision of public information, programme implementation and targeted initiatives (**Principal Purpose**). Insofar as they are ancillary or incidental to, dependent upon or concomitant with the Principal Purpose, its further objects are to:

- (a) act as the peak New South Wales community organisation representing the interests and voices of consumers
- (b) consult with, and act as, a voice for consumers in New South Wales
- (c) support consumer interests in the context of:
 - (i) assisting people realising their rights
 - (ii) providing avenues for consumers to have input and representation on issues that impact their lives to thrive and not just survive
 - (iii) acting in an advisory and information sharing capacity between service providers, governments and community
 - (iv) influencing policy makers to achieve change for the benefit of consumers
 - (v) participating in policy, research, planning, implementation and evaluation of activities and provision of services relevant to the Principal Purpose including creating opportunities for participation, education, development and employment for consumers
- (d) provide services to stakeholders and the wider community in the best interests of health promotion, welfare and rights
- (e) promote and support best practices in mental health services by providing:
 - (i) development and training opportunities
 - (ii) education, consultation and representation, information provision

- (iii) services to our stakeholders and the wider community
- (f) establish and maintain relevant partnerships, arrangements and agreements in furtherance of the Principal Purpose and
- (g) to do all such other things as are incidental or conducive to the operation of Being and for the attainment of all or any of these objects.

Being does not offer individual advice.

2. Scope

2.1 This Code applies to:

- (a) all directors, officer holders, senior executives, employees, contractors and volunteers of Being
- (b) all members of Being and
- (c) any other person who has the opportunity to influence the integrity, strategy and operation of the business and financial performance of Being.

2.2 Separate codes of conduct apply to directors, officer holders, senior executives, employees, contractors and volunteers and to the extent of any inconsistency between this Code of conduct and the other separate codes of conduct that applies to directors, officer holders, senior executives, employees, contractors and volunteers, this Code of conduct prevails.

3. Core values

3.1 Our values are the guiding principles and norms that define the type of organisation Being aspires to be and what Being requires from its people and its members to achieve that aspiration.

3.2 Being's core values and commitments are:

- (a) **Integrity** – we act honestly, fairly and with integrity in all our dealings, both internally and externally. We deal honestly and fairly with everyone. We commit to only dealing with others who demonstrate similar ethical and responsible business practices
- (b) **Respect** – we respect the human rights of all people, their ideas and cultures and our words and actions must reflect this respect, treating others with respect and not engage in bullying, harassment or discrimination;
- (c) **Safety** – we are committed to providing and maintaining a safe and non-

discriminatory working environment to safeguard the health and safety of all who visit our workplace, or who we work with, as required by law

- (d) **Community Standards** – we act in a manner that aims to preserve and protect Being’s reputation consistent with reasonable expectations of our stakeholders and the broader community in which we operate, acting ethically and responsibly and complying with all laws and regulations that apply to the entity and its operations
- (e) **Environment** – we are committed to act responsibly towards the environment as part of Being’s operations.

4. Reporting of unlawful, inappropriate and unethical behaviour

4.1 Being expects its people and its members to:

- (a) report promptly and in good faith any actual or suspected violation by anyone of the standards, requirements or expectations set out in this Code of conduct and
- (b) encourages its people and its members to do the same.

4.2 If a report, in good faith, is made of any violation or behaviour referred to in this Code, Being must ensure:

- (a) the reporting person's position is protected
- (b) the reporting person's identity is only disclosed with their consent, except where disclosure is required by law and
- (c) no disciplinary, discriminatory or other adverse action is taken or tolerated against the reporting person for reporting the violation.

5. Enforcement

5.1 The Chair of the Board is ultimately responsible for immediate interpretation, application and enforcement of this Code of conduct. All complaints concerning a possible violation of the Code shall be made in writing to or by the Chair of the Board with a copy provided to the complainant.

5.2 The Chair of the Board shall make an initial determination of the issue and shall attempt initial resolution of the problem with the complainer and the complainant.

5.3 If this initial attempt at resolution is not successful, the Chair of the Board shall refer the matter to a subcommittee of the Board to investigate the complaint. The subcommittee is required to investigate as required and submit a written report to the Chair of the Board within 30 days. The Chair of the Board will render his/her decision within ten days of

receiving the subcommittee's report.

- 5.4 The Chair of the Board's decision may be appealed in writing to the Board of directors for consideration at the next Board meeting for a final decision. The final decision shall be delivered in writing to the complainer and complainant.
- 5.5 Should the Chair of the Board be the subject of a written complaint, the deputy Chair of the Board shall perform the duties normally assigned to the Chair of the Board in this matter.
- 5.6 Penalties imposed for breach of the Code may include, but are not limited to, the following:
- (a) censure of the person, in private, in public, or both, and/or
 - (b) removal or termination of person or the person's membership.

6. Approved and adopted

This Code of conduct was approved and adopted by the Board on 4 February 2022.

Signed



Fayez Nour, Chair of the Board