CART HORSE PROTECTION ASSOCIATION

CODE OF CONDUCT

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Code of Conduct

Organisational Code of Conduct

1. The Association and its staff, must, at all times comply with all applicable laws and regulations.
2. The Association will not condone the activities of staff who achieve results through violation of the law or unethical behaviour.
3. The Association does not permit any activity that fails to stand the closest possible public scrutiny. All activities should be well above the minimum standards required by law.
4. Staff uncertain about the application or interpretation of any legal requirements should refer the matter to the General Manager, who if necessary, should seek appropriate legal advice.

General Employee Conduct

Association staff and members of the Management Committee are obliged to:

1. Act honestly, conscientiously, reasonably and in good faith at all times having regard to their responsibilities, the interests of the Association and the welfare of their colleagues.
2. Conduct themselves in a professional manner - drinking, drugs, gambling, fighting, swearing, gossiping and similar unprofessional activities are strictly prohibited while on the job.
3. Treat other staff members, committee members, clients, volunteers, suppliers and members of the public with respect at all times.
4. Refrain from acting in any way that would unfairly harm the reputation, or career prospects of other staff or committee members.
5. Not allow personal relationships with other staff to affect or appear to affect the professional relationship between them.
6. Be prepared to act appropriately and constructively where a colleague’s behaviour is clearly in breach of this Code.
7. Be present at work as required and to be absent from the workplace only with proper authorisation and competent manner, and maintain specified standards of performance.
8. Comply with lawful and reasonable employer instructions and policies and to work as directed.
9. Respect the privacy of individuals and use confidential financial and personal information only for the purposes for which it was intended.
10. Attend meetings and appointments on time.
11. Adhere to agreed schedules and deadlines.
12. Carry out their duties in an efficient manner.

13. Neither use, nor allow the use of, Association property, resources, or funds for anything other than authorised purposes.
14. Incur no liability on the part of the Association without proper authorisation.
15. Maintain all qualifications necessary for the performance of their duties legally and efficiently.
16. Not demand, claim or accept any fee, gratuity, commission or benefit from any person or persons other than the Association in payment for any matter or thing concerned with their duties and responsibilities, nor accept any gift or favour from any source which could be seen as influencing a business relationship.
17. Not use their positions or knowledge gained as a result of their positions for private or personal gain. Regardless of the circumstances, if employees sense that a course of action they have pursued, or are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with their employer, they should immediately communicate all the facts to the General Manager or Chairperson of the Management Committee.
18. Not to engage in any form of sexual harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in their work area, or accessing inappropriate materials on their computer.
19. Not perform private work during the hours that he/she is employed.
20. Keep the use of private social media platforms and whatsapp messages to a minimum during working hours.
21. Avoid conducting private work outside of working hours, if the activity appears to create an excessive demand upon their time and attention, thus depriving the Association of their best efforts on the job.
22. Follow the prescribed procedures for recording, handling and protecting money as detailed in the Association's policies and procedures or other explanatory materials, or both.
23. Keep accurate and reliable records in order to meet the association's legal and financial obligations and to manage the affairs of the Association.
24. Not to make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:
    - False expense, attendance, production, financial or similar reports and statements
    - False advertising, deceptive marketing practices or other misleading representations
25. Not to use Association identification, stationery, supplies and equipment for personal or political matters.
26. Not to remove anything owned by the Association or your colleagues from the premises without consent as that action will be viewed as theft.
27. When communicating publicly, not presume to speak for the Association on any topic, unless they are certain that the views they express are those of the Association, and it is the Association's desire that such views be publicly disseminated.

28. When dealing with anyone outside of the Association, including public officials, employees take care not to compromise the integrity or damage the reputation of either the Association, or any outside individual, business, or government body.
29. Make every effort to achieve complete, accurate and timely communications – responding promptly and courteously to all proper requests for information and to all complaints.

Breaches of the Code of Conduct

Misconduct involves contravention of the above obligations. Serious misconduct involves serious and/or repeated contravention of the above obligations.

If established, misconduct may lead to a reprimand and warning. Serious misconduct, if established, will lead to summary dismissal, that is, dismissal without notice.

Serious misconduct is behaviour which undermines the contractual relationship between employee and employer, and/or threatens the wellbeing of the Association, or its staff, clients, management committee members and donors. Serious misconduct includes, but is not confined to, the examples below:

1. Refusing to perform properly specified duties or to carry out lawful and reasonable instructions of the General Manager and/or members of the Management Committee.
2. Assaulting or threatening to assault any employee, animal, client or visitor to the Association premises.
3. Behaving in a manner causing safety risks to staff, management committee members and clients.
4. Being affected by alcohol or non-prescription drugs while at work.
5. Having unauthorised possession of, or removing property belonging to the Association, another staff member or management committee member.
6. Wilfully submitting a false claim on a timesheet, for expenses, or any other deliberate falsification of an Association record.
7. Deliberately or recklessly acting, or failing to act, in a manner resulting in serious damage to Association property.
8. Repeatedly contravening the Code of Conduct.
9. Contravening the provisions of the Animal Protection Act.