



## Code of Conduct

<b>Last review date</b>	August 2023	<b>Policy owner</b>	Head of Operations
<b>Next review due</b>	August 2025	<b>Policy Classification</b>	Board via Strategy and Governance Committee
<b>Frequency of review</b>	Biennial	<b>Policy Type</b>	People & Culture

## Policy

### Purpose

Brave Foundation's (Brave's) Code of Conduct (the Code) provides a framework and guidance regarding the standard of behaviour expected from Brave staff.

This policy states Brave's commitment to conduct what is ethical, legal, and consistent with the organisation's values and mission.

### Policy Statement

In accordance with the Code, all workplace participants are responsible for their conduct, decision making and actions. The Code provides guidance regarding acceptable behaviour, how to raise concerns and seek support and what can happen if the Code is breached. Brave is committed to addressing any issues regarding conduct in an appropriate and timely manner.

Brave is dedicated to supporting all workplace participants to adhere to the Code, recognising that maintaining the highest levels of professionalism and conduct in the workplace will result in strong engagement and optimal business outcomes.

By complying with the Code, all workplace participants contribute to Brave's reputation and success.

### Scope

This policy applies to the Board of Directors and all employees of Brave Foundation (including casual/seconded/contractual staff/interns) and volunteers.



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## Definitions

<b>PeopleStart</b>	Brave's contracted outsourced human resources provider
<b>CA</b>	Communications Advisor
<b>Employment Hero</b>	Brave's contracted human resource information system (HRIS)
<b>Brave, the organisation</b>	Brave Foundation
<b>Staff members, staff, workplace participants</b>	All staff members of Brave Foundation (including casual/seconded/contractual staff/interns/volunteers) and the Board

## Authorities & Responsibilities

<b>Title</b>	<b>Authorities</b>	<b>Responsibilities</b>
<b>Board of Directors</b>	Approve Code of Conduct	To comply with the Code of Conduct  Receive and respond to serious cases of the breach of this Policy as they arise within the organisation, as brought via the Strategy and Governance Committee and CEO
<b>Strategy and Governance Committee</b>	Endorse the Code of Conduct	Receive and respond to serious cases of the breach of this policy as they arise within the organisation, as brought via CEO
<b>Chief Executive Officer</b>	To authorise human resource (HR) relationships as they relate to Code of Conduct, or delegate to appropriate personnel, within delegate limits.	Comply with and ensure oversight of Code of Conduct within the organisation.  To receive details of any breaches or suspected breaches of this policy, where brought by their direct reports  To refer serious cases of breach of this policy to the Strategy and Governance Committee, as required.
<b>PeopleStart</b>	To act within the contractual agreement made via/with Brave	To give advice regarding Code of Conduct matters as they pertain to relevant HR law, as requested



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<b>Senior Leadership Team (SLT) (including CEO) and Team Leaders</b>		Comply with and ensure compliance of the Code of Conduct within their direct reports  To receive details of and manage any breaches or suspected breaches of this policy from their direct reports, and refer to the CEO as required.
<b>Employees (including SLT, SEEA/SEED team, Team leaders, volunteers, and interns)</b>		Comply with the Code of Conduct  To report any breaches or suspected breaches of this policy to their direct manager

## 1: Vision, Purpose, Mission, and Values

The following outlines Brave's core vision, purpose, mission, and organisational values. These principles form the foundation of the type of behaviour Brave requires of its staff, volunteers and Board Members, to ensure that Brave continues to be regarded as a centre of excellence in supporting young parenting and expecting Australians.

### Our Vision

We want to see future generations thrive.

### Our Purpose

To unlock the boundless potential of young parents.

### Our Mission

Collaboratively building a village of support, by creating a network of meaningful connections to ideas, people, services and resources.

### Our Values

- Inspire: We support and encourage our community to dream
- Empower: We champion and resource individual potential
- Connect: We establish and strengthen collaborative relationships
- Include: We embrace diversity and combat prejudice
- Innovate: We will find and make a way

Brave is committed to providing a workplace where its staff are provided with:

- A healthy, safe, secure, and encouraging working environment, that promotes transparency, self-reflection, and allows opportunities for contribution from all staff members
- An environment free from discrimination, intimidation, harassment, or bullying in any form, including discrimination or harassment that is sexual in nature



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- Clear knowledge of their role and what is expected of them, and the support and training necessary to be able to comply with these expectations.
- Recognition of their individual strengths and support of their aspirations and goals, both personal and work-related
- The resources and tools necessary to be able to do their job effectively and efficiently
- Appropriate support and guidance in matters which they may find challenging or complex to navigate.

## Procedure

### 1. Code of Conduct

All Brave staff have a responsibility to themselves and others to behave respectfully, lawfully, with integrity and to take full accountability for their actions.

As a mission, values and vision driven organisation, primarily supported by government funds alongside private and philanthropic contributions, Brave holds a distinct responsibility to maintain exemplary conduct for:

- the young adults, children, communities and beneficiaries of all those we support through our work;
- our donors and supporters, who trust us with good stewardship of their funds;
- our organisational and community partners and stakeholders;
- governments, institutions and other bodies who support and fund our work; and
- fellow employees, board members, volunteers, contractors and anyone in our workplaces.

While the Code provides guidance regarding expected behaviours, it cannot cover every situation you may experience, therefore everyone must be accountable and responsible for their own behaviours.

Staff must consider both the “content” of the Code and also its “intent” to enable them to use sound judgement and the appropriate discretion in applying the Code.

To achieve this, every staff member is responsible for:

- Treating ourselves and each other, the beneficiaries of our work, our communities, our donors and supporters and the environments in which we work with respect, equality and dignity;
- Conducting ourselves ethically, reliably, with integrity and professionally to highest standards while performing our duties to the best of our ability. This includes complying with; all lawful and reasonable instructions; all relevant laws and Brave policies; striving for continuous improvement; and being mindful and respectful to matters that are sensitive or require confidentiality;
- Ensuring the health and safety of ourselves and others (physical and psychological) and addressing and/or reporting any matters in a timely manner that impact our ability to undertake our Brave duties or obligations;
- Exercising objectivity in our decision-making, in the best interests of the organisation and those we serve and managing all Brave resources and information effectively and appropriately;
- Being transparent and accountable for our actions and decisions and the way in which they are achieved.
- Ensure good stewardship by effectively maximising the performance of other staff members and the appropriate use of Brave resources;
- Always presenting a professional image when representing Brave, by dressing in appropriate attire and footwear, and acting in a courteous and respectful manner
- Safeguarding the interests and reputation of Brave by speaking with respect and sensitivity regarding the organisation and its operations, with consideration given to confidentiality and privacy, and



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- Appropriately demonstrating behaviours in line with this Code and influencing and guiding those under their leadership to ensure compliance with the Code.

These standards are to be maintained despite possible contrary practices elsewhere where the Code applies. This means – simply because another person is behaving in a particular manner, it does not make it acceptable.

## 2. How to report a concern if you suspect or know of misconduct

Brave has several policies and procedures in place to provide those who know of, or suspect, misconduct or behaviour that is otherwise not in line with this and other policies, ways to report their concerns.

These include:

- External Complaints and Feedback Policy and Procedure: for complaints and feedback made by an individual or organisation external to Brave, such as an organisational partner or program participant
- Internal Complaints and Feedback Policy: for complaints and feedback made by an individual employed by Brave, regarding the conduct or practises their colleagues/s
- Protected Disclosure (Whistleblower) Policy: for serious matters regarding Reportable Conduct or other behaviours that may fall within the remit of Whistleblower Protection laws; this policy also provides an anonymous reporting mechanism and reports can be made from both internally and externally to the organisation.
- Fraud and Corruption Policy: for reports regarding fraud, corruption, or financial abuse; depending on the conduct or suspected conduct being reported, certain protection under Whistleblower Protection laws may be applicable.

In each instance, these policies provide a framework for how conduct should be reported, and how reports are handled, resolved, and recorded.

If a staff member has concerns about the conduct of a colleague or believes or suspects that they are acting in a manner which is not congruent to this or other Brave policies and procedures, they should first discuss the matter with their direct manager, the Head of Operations, or the CEO.

Brave will treat all such discussions with the utmost respect and confidentiality, in line with all applicable laws and the Privacy Policy. Brave will review the contents and facts of each discussion on a case by case basis and on its individual merits. All parties involved will be given the opportunity to address the alleged behaviour in a fair and unbiased setting, with consideration to the nature and seriousness of the claims to give further context to the discussion and any resulting actions.

Where there are breaches of this Policy, the person to whom the breach is reported may escalate the breach to management and/or the CEO, Committee or Board, which may result in disciplinary action, up to and including termination of contract/s. and involvement of relevant authorities.

## 3. Further related policies

- Social Media Policy
- Media Policy



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- External Complaints and Feedback Policy and Procedure
- Internal Complaints and Feedback Policy
- Protected Disclosure (Whistleblower) Policy
- Fraud and Corruption Policy
- Child Safety Policy
- Foundations of Mentoring Practice

## 4. Review and Revision

This Policy shall be reviewed every 2 years to ensure its continued effectiveness and relevance. Any necessary revisions shall be made in consultation with the Board of Directors and any relevant subcommittees/employees.

## 5. Policy Dissemination

This Policy shall be communicated to staff members, Board members, volunteers, and stakeholders, where relevant. Training and awareness programs will be conducted to ensure understanding and compliance with the policy.

<b>POLICY REVIEW HISTORY</b>		
<b>DATE</b>	<b>MODIFICATIONS</b>	<b>NEXT REVIEW DATE</b>
August 2023	Policy updated	August 2025
October 2023	Approved by the Board	