

## Code of Conduct

The Australasian Reporting Awards (ARA) is committed to conducting its operations in an environment of professionalism, trust and respect. The ARA's Code of Conduct supports this by setting out the standard of acceptable behaviours and ethical conduct expected of those representing the ARA in their interactions with each other and past, present and future award entrants.

### Who does the Code of Conduct apply to?

The Code of Conduct (Code) applies to anyone conducting business on behalf of, or representing, the ARA as it goes about fulfilling its objectives including:

- Members of the Board,
- Employees and representatives of the ARA Management Group,
- Co-ordinators, Adjudicators and any other volunteers.

In meeting the standards of the Code, each person is responsible for:

- Familiarising themselves with and meeting the standards expected by the ARA as outlined in this Code, the Operations Manual and other relevant ARA documents,
- Treating all colleagues, award entrants and third parties with professionalism, respect, courtesy, honesty and fairness, having proper regard for their interests, rights, safety and wellbeing,
- Maintaining and contributing to a harmonious, safe and productive work environment and professional relationships,
- Making decisions fairly, impartially and promptly that are free from bias, stand up to scrutiny and consider all available information,
- Reporting incidents and unacceptable behaviours as soon as practicably possible to the ARA with a focus on maintaining positive relationships.

### Applying the Code of Conduct

In setting out the standards expected of those carrying out business on behalf of, or representing, the ARA, the Code assists in addressing any issues associated with behaviour and conduct which may not be seen to be acceptable or ethical.

All reports of suspected breaches will be taken seriously, dealt with confidentially and managed in accordance with the Complaints Handling Procedure.

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## ARA Objectives

- To lift the quality of organisational reporting across the public, private and NFP sectors within the Australasian region.
- To raise awareness among the leaders and managers of organisations of the need to provide complete, open, honest, transparent and timely disclosure of information to stakeholders.
- To assist public, private and not-for-profit organisations to improve their effectiveness in communicating financial and non-financial information.
- To create greater community understanding of the purposes of organisations, of how they operate and the results they achieve.
- To create greater community awareness of valid and objective measures of organisational performance, and a greater understanding of the results an organisation has achieved.

## Key Principles of the Code of Conduct

The Key Principles and details of behaviours expected under each Principle are:

### To behave in a professional and respectful manner

All interactions must be ethical, professional, respectful and courteous. This includes not engaging in inappropriate behaviour such as bullying, harassment, touching, suggestive language or unwelcome sexual behaviour and always respecting diversity and difference in the pursuit of fulfilling the ARA objectives.

### To be ethical, accountable and transparent

Providing fair, honest and unbiased opinions and advice when representing the ARA in any capacity and having a shared accountability to protect the integrity of the ARA.

### To declare conflicts of interest

Ensuring that all conflicts of interest, real, potential or perceived, are properly and transparently identified, declared, managed and monitored.

### To use information appropriately

Ensuring the integrity and security of documents and information and observing care when discussing information provided by entrants or information about entrants.

### To adhere to current standards of practice

Adhering to the standards of the ARA set out in this Code, the Operations Manual and any other relevant ARA documents and in accordance with any instructions issued by the Board or the Chair of the Awards Committee from time to time.

### To report concerns or suspected breaches

Reporting any concerns of unacceptable behaviours, incidents or suspected breaches in a timely manner to maintain positive working relationships and the integrity of the objectives of the ARA.