



Huon Affordable Living Code of Conduct Policy

Date of approval June 1, 2019
Review date June 1, 2020

Policy brief & purpose

Our Member Code of Conduct company policy outlines our expectations regarding Members' behaviour towards their colleagues, supervisors and overall organisation. We promote freedom of expression and open communication. But we expect all Members to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organised, respectful and collaborative environment.

Scope

This policy applies to all our Members.

Policy elements

What are the components of an Member Code of Conduct Policy?

Company Members are bound by this policy to follow our Member Code of Conduct while a member of Huon Affordable Living. We outline the components of our Code of Conduct below:

Compliance with law

All Members must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect Members to be ethical and responsible when dealing with our company's finances, products, partnerships and public image, especially on line.

Respect in the community

All Members should respect their Member colleagues. We won't allow any kind of discriminatory behaviour, [harassment](#) or victimisation.

Protection of Company Property

All Members should treat our company's property, whether material or intangible, with respect and care.

Members:

- Shouldn't misuse company equipment or use it frivolously.
- Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Members should use them only to complete any assigned tasks.
- Members should protect company facilities and other material property from damage and vandalism, whenever possible.

Corruption

We discourage Members from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.

Job duties and authority

All Members should fulfil any job duties or agreed tasks with integrity and respect toward the community we serve, stakeholders and partners. The Board is the authority that delegates authority in HAL. Delegated Authority must not be abused.

We encourage mentoring throughout HAL.

We expect Members to be punctual for meetings (please!).

On line behaviour, Social Media Policy.

Members may not misrepresent HAL on line or in any other way.

Members do not have authority to speak on behalf of HAL on line unless specifically authorised by the Board.

Members by their actions may not bring HAL or other members into disrepute by discussing confidential matters or opinions about HAL in a public forum, nor raise publicly questions about the conduct of members or of HAL in a way that brings disrepute on the membership or to HAL.

Conflict of interest

We expect Members to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their assigned tasks. Conflict of Interest must be disclosed in writing to the Board.

Collaboration

Members should be friendly and collaborative. They should not be disruptive to the effective working of HAL.

Communication

All Members must be [open for communication](#) with other members.

All Members should read and follow our Company policies. If they have any questions, they should ask a member of the leadership team.

Disciplinary actions

Our Company may have to take disciplinary action against Members who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation of this Code of Conduct. The Board's Decision is final and no correspondence will be entertained.

Possible consequences include:

- *Reprimand.*
- *Suspension or*
- *termination of membership for serious offences.*
- *HAL will issue a maximum of three warnings, after which termination of Membership is automatic.*

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.

Acceptance of this Code of Conduct policy is a requirement of membership. The Policy is subject to regular review, and it is in the members interest to be fully aware of any changes additions or inclusions.

Your signature _____ Date _____

Print Name _____ copy to HAL record.

Please scan and email this to HAL.

membership@hal.com