

Fusion Code of Conduct Statement

The Fusion Code of Conduct defines standards of ethical and professional conduct that are required for anyone working in Fusion in any capacity. This Code of Conduct assist with building a positive workplace culture based our core values of justice, mercy, compassion, respect and industry. Furthermore it will help those involved with Fusion to continue to aspire to high standards and integrity. It aims to provide a framework to promote ethical day-to-day conduct and decision making. It does not cover all situations that can arise and does not replace the need for common sense in how workers conduct themselves.

Fusion expects its Workers¹, to function in the following ways:

- Perform their duties with professionalism, objectivity, honesty, integrity, and in the best interests of all people who are in any way connected to Fusion;
- Show respect, fairness and equity for all persons, organisations and agencies, including respect of their rights;
- Avoid situations that may give rise to conflicts of interest and if situations arise declare them immediately to a senior worker;
- Have knowledge, respect and conform to the law and the systems of government under which they carry out their agreed duties;
- Comply with all Fusion policy and procedures;
- Comply with Fusion's privacy and confidentiality policy and not disclose or take advantage of information obtained in the course of official duties, or when they cease to work with Fusion;
- Only provide official comment on matters related to Fusion if authorised to do so, or if making public comment on other issues to state their views are personal and not those of Fusion;
- Not be under the influence of alcohol or drugs and be in a fit and proper condition to carry out duties when commencing and while at work;
- Ensure the efficient and effective use of resources, and use for work-related purposes only;
- Not take an unfair advantage, bully or exploit any relationship with clients or other workers including not engaging in on-line friendships via social media as outlined in Fusion's social media policy;
- Report all concerns regarding behaviour not consistent with this Code of Conduct to a more senior member of staff or the appropriate statutory body.

Worker Expectations

It is expected that all Fusion Workers will know and understand the Code of Conduct and are responsible to ensure that their personal and professional behaviour is consistent with this Code.

Worker Responsibilities

Those with responsibility for teams must ensure that all workers in their teams understand and abide by the Code of Conduct and have signed the Code of Conduct Agreement A voluntary worker must be responsible to and refer to an appropriate leader and demonstrate a willingness to work harmoniously within Fusion's core values and a willingness to come under the discipline of Fusion's appointed leaders.

Contractors and Consultants

Contractors and consultants working with Fusion must also be aware of this Code and act in line with the conduct described in it. It is also the Fusion worker's responsibility to take the necessary action to address any concerns about their conduct. Contractors and consultants that operate outside of the Code of Conduct may have their involvement reviewed.

Disciplinary Process

Fusion Workers who operate outside of the Code of Conduct can expect feedback and possibly a formal disciplinary process. Fusion Workers are expected to report any breaches of the Code of Conduct by other workers.

Disclosures

Fusion is committed to protecting any person who raises concern about the breach of the Code from retaliation or reprisals.

¹ Paid or unpaid staff, Fusion company members, volunteers and students

FAL Policies can be established or altered only by the Board of Trustees: **Procedures** may be altered by the CEO

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