

## AREC Code of Conduct

---

### **Introduction**

As representatives of AREC, how we behave is important. By choosing to volunteer with this organisation, we are choosing to honour the principles and intent of this Code.

Our Code asks us to consciously exhibit behaviour which is aligned to Our Values of

- Professional and technical excellence
  - Respect
  - Integrity
  - Empathy
  - Valuing diversity
  - Safety
  - Preparedness
- .

---

### **Who does it apply to and when?**

This Code applies to anyone who is a member of AREC or who is taking part in activities arranged or facilitated by AREC regardless of their position or role.

This Code applies to what we do during AREC activities and outside of AREC activities at any other time where our actions may bring AREC into disrepute or may damage the trust and confidence AREC has in us.

---

### **How can we be sure our conduct complies with the Code and Policies**

The Code provides general guidance and minimum expectations of the behaviour AREC expects from us. No code or policy can cover every situation, so we need to consider our values, apply our common sense, and act with self-respect, and consider the reputation of AREC in our decision making.

---

*Continued on next page*

## AREC Code of Conduct, Continued

---

**Our Reputation** We act professionally, exercise good judgement and are accountable for our behaviour. We must not do anything that may bring AREC into disrepute. We consider the impact of our behaviour on AREC at all times, including online or in social media, and outside of AREC activities.

We protect AREC's integrity and reputation by speaking up about any inappropriate behaviour we see and hear. By addressing inappropriate behaviour either directly or through group leaders or managers, we make AREC a safer and happier organisation.

---

**Influence and conflicts of interest** A conflict of interest is a situation where our personal or professional interests may conflict with our position, obligations, or responsibilities as an AREC volunteer . Sometimes the appearance or perception of such a conflict of interest can be just as damaging as an actual conflict.

We must not act in a way that uses our influence, role, or position to personal advantage or to the advantage of others we are associated with. This includes ensuring that any information we access during AREC activities is used only for legitimate purposes relating to the AREC activity.

Instead, we raise potential conflicts of interest with our group leader or manager. By being open and honest as soon as we see a potential conflict of interest, we can be supported to ensure it doesn't become a problem.

---

**Safety** The activities of AREC can be inherently risky. Regardless of our role, we all have responsibility for promoting and maintaining a safe operating environment. This includes ensuring we are fit and not impaired (for example by alcohol or other drugs or fatigue) to safely perform our roles. We keep ourselves, each other and the public safe, by appropriately managing and reporting any safety issues as soon as we are aware of them.

---

*Continued on next page*

## **AREC Code of Conduct**, Continued

---

### **Information**

As a provider of communications support to emergency service agencies we have access to confidential, sensitive, and personal information. We are trusted by those we serve to be exemplary in our dealings with this information. We need to consistently practice good judgement and integrity when creating, accessing, modifying, and using, securing, and disclosing all information.

We always need to handle information appropriately, for legitimate purposes and in line with the law, our policies, processes, and systems.

When we are unsure whether information is confidential or sensitive or how it should be handled, we seek advice from our group leader or manager.

---

### **Care of Resources**

We have an obligation to properly manage and use resources appropriately and in a way that ensures our operational environment is safe. We take care of the equipment, tools and resources provided to us (including making sure they are fit for use by others) and make sure we use them appropriately, safely and for the designated purpose. This applies to both AREC resources, and resources supplied by individuals or client agencies.

---

### **Diversity**

AREC is strengthened by diversity. We are committed to having a diverse membership that is inclusive and respectful of each other's differences. This means we treat all people respectfully, with empathy and dignity. We do so whether they are members of AREC, members of partner agencies or members of the public, and regardless of the circumstances.

---

### **Acceptance of Others**

We ensure a healthy member environment that does not tolerate discrimination, harassment, bullying, victimisation or any other unacceptable or offensive behaviour. There is no place in AREC for racial or sexual harassment, or discrimination against anyone for any reason including gender, marital status, religious belief, ethical belief, colour, race, ethnicity, nationality, disability, age, political opinion, employment status, family status, or sexual orientation. We are all responsible for ensuring this type of behaviour does not occur.

---

*Continued on next page*

## AREC Code of Conduct, Continued

---

**Responsibility** If your behaviour or decisions fall short of the required standard set out in this Code, and AREC policies, we will talk with you and determine the circumstances and actions that have led to the situation. What happens next and any consequences will depend on these circumstances.

AREC has a disciplinary policy which outlines the process to be followed. If you are found to have breached our Code of Conduct you may face disciplinary action which could include removal from office or membership. Final outcomes will depend on the seriousness of the situation.

Good employer principles and processes, and good faith will be applied in dealing with any breaches of the Code.

---

**The SELF test** IF IN DOUBT, IT MAY HELP TO CONSIDER THE SELF TEST QUESTIONS:

**SCRUTINY**

would your decision or behaviour withstand scrutiny and be seen as appropriate by others?

**ENSURE COMPLIANCE**

does your decision or behaviour comply with the Code of Conduct, AREC policy, and procedural expectations?

**LAWFUL**

is your decision or behaviour lawful?

**FAIR**

is your decision or behaviour fair and reasonable?

---

*Continued on next page*

## AREC Code of Conduct, Continued

---

### What is considered in determining misconduct

In considering if a behaviour or decision is a breach of this Code and how serious it is, factors that may be considered are:

- The nature and circumstances of the behaviour or decision
- Intent – did you knowingly make decisions or act out of line with this Code, Our Values, and policies?
- Your role, duties, and responsibilities
- Your ability to fulfil your duties and responsibilities
- The impact on the organisation and relationships
- Impact on the trust and confidence AREC has in you
- How similar behaviour has been treated in the past

---

### What does misconduct and serious misconduct look like

Depending on the circumstances, misconduct may be considered serious misconduct, and vice versa.

**Misconduct** means behaviour or actions which breach the AREC Code of Conduct or AREC policies. While misconduct may not justify dismissal it may result in disciplinary action

**Serious misconduct** means behaviour or actions that breach the AREC Code of Conduct or other AREC policies and seriously undermine or damage the trust and confidence AREC has in the member, calling into question if the relationship between AREC and the member can continue. It is behaviour or actions that may justify dismissal

The following are indicative examples only and are not a full list of behaviours which constitute misconduct.

#### Misconduct

- Breaching AREC policies or procedures
- Treating a person harshly
- Using abusive or offensive language
- Failure to declare a conflict of interest
- Misuse, mistreatment or not taking reasonable care of AREC or client agency property
- Not complying with a reasonable instruction without a good and sufficient reason during an AREC activity.
- Bringing AREC into disrepute through any actions or behaviour

---

*Continued on next page*

## AREC Code of Conduct, Continued

---

**What does  
misconduct and  
serious  
misconduct look  
like, continued**

### Serious Misconduct

- Being convicted of or pleading guilty to an offence
  - Corruption – accepting a bribe, inducement, or reward
  - Bullying or harassment
  - Sexual misconduct
  - Theft or dishonesty of any kind
  - Unauthorised access to, or disclosure of any matter or information obtained during AREC activities
  - Repeated misconduct (including breach of a warning)
  - Knowingly making a false declaration or statement (including incorrectly recording data)
  - Unjustified violence
-