



Code of Ethics

Australian Education Union ACT Branch Policy

Policy Number	POL001	Version	3.1
Last Reviewed	21/11/2017	Next Review	21/11/2020

INTRODUCTION

An ethical environment is an essential element in establishing and maintaining the credibility of the Union and furthering the Union's objectives.

PURPOSE

This policy articulates ethical principles that should guide Union conduct at all levels of operation.

POLICY

The Union has a proud reputation as a strong and democratic union. Our officers and staff are expected to uphold this reputation at all times by committing to the highest standards of conduct and behaviour as outlined in the AEU ACT Branch Code of Ethics.

RESPONSIBILITIES

The Branch Secretary is responsible for disseminating the Code of Ethics and monitoring its observance.

PROCEDURES

The Code of Ethics is applicable to all activities of the Union. Any elected officer or employee who believes that the Code of Ethics has been breached should raise the matter in accordance with the policy *Employee Dispute Resolution - POL052*.

Any member who believes that the Code of Ethics has been breached should raise the matter in accordance with the policy *Member Dispute Resolution - POL036*.

AEU ACT BRANCH CODE OF ETHICS

Employees shall:

- In all business conducted under the aegis of the Union place the interests of the organisation above their own interests or those of any other person or persons, and not allow personal interests or inducements to influence their decision making.
- Behave at all times with honesty and integrity in all dealings with members, each other and the wider community.
- Observe the policies of the Union.
- Enthusiastically and competently carry out the duties specified by their contract of employment.
- Treat all people with whom they have dealings as part of their employment in the Union with respect.
- Undertake any training necessary for the performance of their duties.
- Follow the directions of their designated manager.
- Not act in such a way that may bring the Union or its objectives into disrepute.

Members shall:

- Observe the provisions of the Rules and policies of the Union.
- Treat with respect all people with whom they have dealings as part of their membership of the Union.



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- Not act in such a way that may bring the Union or its objectives into disrepute.

Elected officers shall:

- Carry out enthusiastically and competently the duties assigned to the position for which they have been elected.
- In all business conducted under the aegis of the Union place the interests of the organisation above their own interests or those of any other person or persons and not allow personal interests or inducements to influence their decision making.
- Behave at all times with honesty and integrity in all dealings with members, each other and the wider community.
- Observe the provisions of the Rules and policies of the Union.
- Attend all meetings required of their position, and, in the event that they are prevented from attending any meeting, notify the relevant person of their absence in advance of the meeting.
- Devote to their duties the amount of time required to carry them out thoroughly and effectively.
- Undertake any training necessary for the performance of their duties.
- Treat all people with whom they have dealings as part of their position with respect.
- Not act in such a way that may bring the Union or its objectives into disrepute.

RESOURCES

Operational activities related to this policy are to be delivered within budgeted office resources.