



CODE OF ETHICS

1. INTRODUCTION

1.1 This code covers the behaviour of all Trust members, paid and unpaid workers and others when acting in the name of the Trust. It is expected that they will read this document and remain familiar with its content.

NB: see **Students' Code of Practice** for matters relating to students.

1.2 The code may be updated from time to time with the most current copy being the operating document

2. CORE PRINCIPLES / BELIEFS

The Golden Bay Workcentre Trust will:

- Model an inclusive society that works for community benefit;
- Support the right adults to have informed choices and positive opportunities for self employment;
- Operate with collective, democratic decision-making processes;
- Share its resources (facilities, expertise and materials) with others in the community who support the Trust's aims and objectives;
- Expect all members to respect and protect the Trust's right to independence in thought and action, while still co-operating as appropriate with others;
- Respond to community needs and act with tolerance and respect for diverse beliefs;
- Expect all members working with the Trust or representing it, to do so with integrity, competency, to strive for quality and innovativeness and to be accountable for their actions.

3. SPECIFIC RESPONSIBILITIES

3.1 RELATIONSHIPS WITHIN THE TRUST

This will include trustees, members, staff, tutors and volunteers.

The Trust believes that all members:

- **Will be accountable for their actions**
Accountability will be either directly to the Trust or to a person nominated by the Trust;
- **Will practice effective communication**
All persons will do their best to maintain open communications, to practice good listening skills and to fairly represent Trust philosophies and policies;
- **Will have a role in decision-making**
At the Trust level decisions will, in the first instance, be through consensus. All participants agree to work hard to achieve this;
- **Will recognize their own personal boundaries and respect others' boundaries**
Members of the Trust will often have dual roles (e.g. staff member and trustee). The value of these dual roles is acknowledged but there will be times when it is ethical for them to withdraw from decision-making, especially when personal financial gain is possible (either directly or indirectly). When it is ethical for a member to declare a personal interest or possible gain they should do so. The Trust will then decide whether that member should or should not participate in all or part of the following discussion and decision-making.
- **Will strive for a high level of competence**
The Trust respects and encourages staff to empower themselves for the best interests of the Trust. Different positions and responsibilities may require different levels or new types of competence. In recognition of this, all members will be open to undertaking training to maintain competency and to participate in such reviews as are appropriate; and
- **Will acknowledge the primacy of the Trust**
Some trustees may be nominated by the GBWCT to represent the Trust interests on another organisation. When they are acting as a Golden Bay Workcentre Trustee they must recognise that they are there to serve the best interest of the GBWC Trust and to act accordingly. Any conflict of interest needs to be declared.

3.2 RELATIONSHIPS WITH CLIENTS / USERS / STUDENTS OF THE TRUST

The Trust believes:

- **In the worth and dignity of individuals** and will work with people regardless of their various backgrounds. Members will be unbiased, courteous, positive, flexible and encouraging;
- **That members will respect the rights of students and clients** to choose their own paths and methods and to use their own resources to work out issues / problems, where it does not impinge on the rights and freedoms of others and where it is within the requirements of the course;

- **The principles of confidentiality and the conditions of the Privacy Act are fundamental to the operation of the Trust;**
- **That members will work hard to establish a safe environment** in which communications are open and trusting. They will also work in such a way that students become independent and that their personal boundaries (physical, emotional, sexual and intellectual) are respected.

3.3 RELATIONSHIPS WITH REFERRAL AGENCIES AND COLLEAGUES OUTSIDE THE TRUST

The Trust believes:

- **In the Trust importance of good relationships** with external colleagues and agencies and undertakes to work cooperatively with them in a respectful and flexible manner as mutual interest, issues and problems are resolved. Members will encourage networking opportunities.

3.4 RELATIONSHIPS WITH THE COMMUNITY – AT – LARGE

- **The Trust’s services and resources will be offered on a non-discriminatory basis** although when resources are tight special attention shall be given to low income and / or unemployed persons and to organisations with aims and objectives similar to the Trust.

3.5 RELATIONSHIPS WITH FUNDERS / CONTRACTORS OF THE TRUST

- **The Trust acknowledges the mutual benefit that funders’ grants and contracts allow and that the Trust needs to be accountable**, in pre-determined ways. This will allow the funder / contractor to ensure that their objectives are being met. This accountability must be open, propaganda free, represent the reality of the situation and be of appropriate depth;
- **The philosophy and goals of the Trust should be kept in mind when funding and contracting sources are sought;**
- **The Trust will respect ethical responsibilities when honouring contracts, grants, etc**, again to ensure both Trust’s and funder’s objectives are met.

4. ETHICAL DILEMMAS AND ENFORCEMENT

4.1 ETHICAL DILEMMAS

Where a personal interest or personal gain or personal conflict is identified, the identifier should bring this information to the attention of either the Manager or the Chairperson.

The Manager or Chairperson shall apply the appropriate policy to the review depending on the specifics of the situation, for example the “Serious Misconduct Policy”.

4.2 ENFORCEMENT

- Every Trust member, staff member and others (including students) who are acting in a capacity where they represent the Trust have a responsibility to understand this code and to act accordingly;
- Failure to do so could lead to a complaint being laid against that person. Complaints shall be dealt with according to either the GBWCT or, where appropriate, employment contract provisions.

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