

# Code of ethics of WellBeing SA Inc.

## Vision

Our vision is to provide and promote overall psychosociological wellbeing.

## Mission

Our mission “Peoples’ well-being is our goal”

## Values

As an association we promote mindfulness retreats/workshops that enhance, Tolerance, mutual respect, loving Kindness as well as promote charity to improve and sustain the quality of life of disadvantaged people, the disabled and the less fortunate.

## RESPONSIBILITY OF MEMBERS

This Code of Ethics for WellBeing South Australia Incorporated Association is the Code of Conduct for the purposes of carrying out the objectives of the Association, and all Members are bound by it regardless of the positions held within the association.

Every member must familiarise themselves with the content of this Code and conduct themselves in a manner consistent with the values and standards of professional conduct that are set out herein.

## RESPONSIBILITY OF ELECTED OFFICES AND OTHER ORGANISATIONAL LEADERS

Strong and visible leadership is a critical factor in achieving support for, and adherence to, the values and conduct embodied by this Code.

Elected Offices and other organisational leaders have a special responsibility to demonstrate publicly their support for both the spirit and letter of the Code through their actions.

In addition to exemplary personal behaviour, elected offices and other organisational leaders are responsible for raising awareness of the Code, promoting debate on application of its content, and responding to any issue – including requests for guidance – raised by members.

## OBJECTIVES OF THE ASSOCIATION

- To promote mindfulness meditation retreats, workshops and to assist and share techniques with other meditation groups in Australia and overseas.
- To organise and conduct mindfulness events/sessions for children, young adults and adults in conjunction with local, national and international mindfulness practitioners.
- Organise charity events and educational workshops with local and national non-for-profit organizations to improve and sustain the quality of life of the disadvantaged/disabled communities and people.
- To assist the settlement of new migrants in South Australia.
- To assist the affected people during natural disasters as well as to liaise with other environmental protection bodies in Australia and overseas.
- To achieve the above objectives mentioned, the Association will co-operate with South Australian government agencies and relevant non-governmental bodies.

## THE VALUES AND STANDARDS OUTLINED IN THIS CODE BUILD UPON FOUR FOUNDATIONS OF PUBLIC SERVICE:

### DEMOCRACY

It is the role of the Committee Members to support the office holders of the day, under the Constitution, in achieving the common good, primarily by providing services to the community. An emerging feature currently seen is a higher level of collaboration between the other charitable organisations and the community in the design and delivery of services and the involvement of people in decisions that affect their lives.

## **IMPARTIALITY**

Committee Members/office holders must be detached from other influence and the influence of partisan interests within the community. Instead, Committee Members/office holders must rely on evidence to provide objective advice to Committee Members/office holders and implement directions promptly and thoroughly.

## **ACCOUNTABILITY**

Within a broad system of accountability under which Committee Members/office holders accountable, Committee Members/office holders are accountable for exercising their delegated authority and for performing their role within the values and standards of conduct outlined in this Code.

## **DIVERSITY**

WellBeing South Australia Incorporated should be as diverse as the community it serves. The views and experiences of all people should be respected, regardless of nationality, gender, cultural or social background, sexuality, age, or physical or intellectual ability.

This section of the Code outlines the standards of conduct regarding:

- **PROFESSIONAL AND COURTEOUS BEHAVIOUR**
- **PUBLIC COMMENT**
- **HANDLING OFFICIAL INFORMATION**
- **USE OF ASSOCIATION RESOURCES**
- **CONFLICTS OF INTEREST**
- **ACCEPTANCE OF GIFTS AND BENEFITS**

## **PROFESSIONAL AND COURTEOUS BEHAVIOUR:**

Committee Members/office holders will not at any time act in a manner that a reasonable person would view as bringing the Association into disrepute; or that is otherwise improper or disgraceful.

Committee Members/office holders will work with in the Association objectives and reasonable direction/decisions taken by the office bearers and by a member with authority to give such direction.

Committee Members/office holders will at all times treat other persons with respect and courtesy.

Committee Members/office holders will be diligent in the discharge of their role and duties and not act in a way that is negligent.

### **PUBLIC COMMENT:**

Committee Members/office holders will only make public comment in relation to their duties– including policy and programs – when specifically authorised to do so. Such comment will be restricted to factual information and professional advice and avoid the expression of personal opinion. Public comment includes providing information or comment to or in any media (electronic and print), including posting comment on the internet and speaking engagements.

Notwithstanding the above, Committee Members/office holder may engage in a private capacity in conduct intended to influence public opinion on an issue, or promote an outcome in relation to an issue of public interest.

These provisions do not apply to certain statutory office holders (or other authorised officers) who are entitled to make independent public comment, either through convention or pursuant to delegated authority.

### **HANDLING OFFICIAL INFORMATION:**

By virtue of their duties, Committee Members/office holder might access, otherwise deal with, and/or are aware of, information about issues, facts and circumstances that they know, or where a reasonable person in the circumstances would know, needs to be treated as confidential.

Committee Members/office holder will not access or attempt to access official information other than in connection with the performance by them of their duties and/or as authorised.

Committee Members/office holder will not disclose official information acquired through the course of their employment other than is required by law or where appropriately authorised in the agency concerned.

Committee Members/office holder will not misuse information gained in their official capacity, including, but not limited to:

- Purchasing shares or other property on the basis of confidential information about the affairs of an event or of a proposed action; or
- seeking to use information for personal benefit or gain or for the personal benefit or gain of another.

Committee Members/office holder will maintain the integrity and security of official information for which they are responsible. Committee Members/office holder will also ensure that the privacy of individuals is maintained and will only release information in accordance with industrial instruments, policy, or lawful and reasonable direction.

#### **USE OF ASSOCIATION RESOURCES:**

Committee Members/office holder shall use the Association resources that are the property of the Association efficiently and only for appropriate purposes as authorised.

Association resources include physical, financial, technological and intellectual property.

The Association retains ownership of these resources.

#### **CONFLICTS OF INTEREST:**

Committee Members/office holder will avoid actual or potential conflicts of interest.

Committee Members/office holder will ensure their personal or financial interests do not influence or interfere with the performance of their role. They will ensure the interests of members, friends or associates (as defined in the Public Sector (Honesty and Accountability) Act 1995) do not influence the performance by them of their duties and/ or their role as Committee Members.

Members will disclose in writing to the Committee Members or Association head any actual or potential conflicts of interest at the earliest available opportunity and comply with any lawful and reasonable direction issued by a person with authority to issue such direction to resolve the conflict or potential conflict, including written direction by a relevant authority in the Association.

#### **ACCEPTANCE OF GIFTS AND BENEFITS:**

Committee Members/office holder will not seek or accept gifts or benefits for themselves or others that could be reasonably perceived as influencing them in the performance of their duties and functions as Committee Members/office holder.

Non-pecuniary gifts or benefits offered to Committee Members/office holder by representatives of other organisations may be accepted, if they are obviously mementos or gifts of a symbolic nature.