

# Board Code of Conduct Policy

<b>POLICY NAME</b>	Board Code of Conduct Policy				
<b>EFFECTIVE DATE</b>	1 May 2021	<b>DATE OF LAST REVISION</b>	30 April 2021	<b>VERSION NO.</b>	1.1
<b>APPROVED BY</b>	Board	<b>CONTACT INFORMATION</b>	CEO		

## Context and Purpose

This policy complements and reinforces the CFA Volunteer Code of Conduct.

The purpose of this policy is to establish the set of principles, practices and standards of conduct and behaviour that are to be adhered to by each Volunteer Fire Brigades Victoria (VFBV) Board member and the VFBV Board as a whole.

The standards set out in this policy will guide and direct VFBV Board conduct and decision making and will also form the basis of an individual VFBV Board Member Code of Conduct Declaration.

## Policy Statement

VFBV strives to maintain a reputation for integrity and excellence.

The VFBV Board is committed to leading a culture and standard within VFBV that always displays diligent compliance with all applicable laws and a meticulous regard for the highest standards of conduct and personal integrity.

VFBV Board is committed to leading by example and ensuring that both the VFBV Board as a collective and each individual Board member upholds the highest ethical, moral and legal standards.

Appointment to VFBV Board will require a formal declaration of commitment to the VFBV Board Member Code of Conduct and adherence to this will be the minimum standard required for ongoing appointment to the VFBV Board.

Breach of the VFBV Board Member Code of Conduct will be considered a serious matter and may lead to appropriate action being taken which may include disciplinary action and/or removal from the Board in accordance with VFBV policy and rules.

## Policy Guidelines

This policy complements but does not replace VFBV's obligation and commitment to comply with all laws and regulations applicable to VFBV and VFBV Board members and should be read as an additional commitment.

This policy does not attempt to provide an exhaustive list of behaviours expected of VFBV Board members, instead it represents a broad framework and set of standards of ethical conduct that each member has an obligation to uphold.

The principles, practices and standards set out in this policy are guided by the spirit and intent of the Code of Conduct for Directors of Victorian Public Entities and CFA Volunteer Code of Conduct.

The VFBV Board will operate and VFBV Board members as individuals will behave in accordance with the following core principles:

- Integrity - being honest, open and transparent; performing our role responsibly; reporting improper conduct; avoiding any real or apparent conflicts of interest; and striving to earn and sustain public trust of a high level.
- Impartiality - making objective, fair decisions and providing advice without bias or self-interest, based on consideration of all available relevant facts.
- Responsiveness and Respect - providing frank, impartial and timely advice; demonstrating respect for others, treating them fairly and objectively; ensuring freedom from discrimination, harassment and bullying; and using our views to improve outcomes on an ongoing basis.
- Inclusiveness and Equity - valuing individual differences, treating everyone in a fair, respectful, inclusive and supportive manner; by making decisions and providing advice consistent with human rights principles; and actively ensuring a culture that treats everyone with dignity and values their contribution.
- Good faith - performing our role for the good of our members and their ability to best serve Victorian communities.
- Accountability - accepting responsibility for our decisions and actions.
- Confidentiality - respecting the confidentiality and sensitivity of information known due to service on VFBV Board including financial, personnel, strategy, and other matters concerning VFBV that may be included in board materials, discussion or deliberations decisions from time to time.
- Professional Excellence – maintaining professional courtesy, respect and objectivity in all VFBV activities; putting the interests of VFBV above personal interests; refraining from unruly, unsuitable or inconsiderate behaviour; and representing VFBV in a positive and supportive manner at all times and in all places.
- Collaboration - promoting cooperation and partnership amongst VFBV members and with other people and organisations that we work with.
- Leadership - actively implementing, promoting and supporting these values

Each new VFBV Board member will be advised of this policy prior to confirmation of appointment and will be required to sign a declaration of commitment to comply with this policy and the process to deal with any breach of the policy.

Each VFBV Board member will be familiarised with this policy as part of their VFBV Board member induction and the VFBV Board will formally review and recommit to the policy at least once per year and at the first opportunity following the appointment of any new VFBV Board members.

In order for any appointment to the VFBV Board to be formalised an individual must make a formal pledge by signing the VFBV Board Member Code of Conduct declaration to comply with these principles. Failure to sign the VFBV Board Member Code of Conduct Declaration will result in termination of appointment to the VFBV Board.

Breaches of this policy are to be reported to VFBV Board President who shall in his/her determination bring the breach to the attention of the full Board who will determine the appropriate course of action which may include, by vote of a majority of Board members, a decision to terminate an individual's appointment to the Board.

## Responsibilities

It is the obligation and responsibility of every VFBV Board member to comply with this policy and to ensure that this policy is always complied with by others.

VFBV Board President is responsible for ensuring new Board appointments are fully inducted with respect to this policy

VFBV Board President is to ensure review and recommitment to this policy at least annually and upon appointment of new members to the Board.

VFBV Board President (or Vice-President in the case of a complaint against the President) is responsible for managing the process for dealing with any breach of this policy.

## Review Date

Two years

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Board	14/02/2020	Approved final draft	CEO
1.1	Board	30/04/2021	Review cycle extended from one year to two years	CEO