

GLNA CODE OF CONDUCT | February 2021

Introduction

This Code of Conduct (Code) reflects the type of organisation the Global Leadership Network Australia (GLNA) seeks to be and to enable effective communication of our values and expectations our valued employees and volunteers. The Code states what we value and how we conduct ourselves. It describes the culture we strive to have, the integrity with which we conduct ourselves, and a shared commitment to the ways we have agreed to behave.

Adherence to the Code builds and sustains our organisation's integrity, reputation, and success and should be read in conjunction with other applicable policies.

The Code has been endorsed by GLNA's board who also undertake to abide and be guided by it. In addition to directors, it applies to all GLN employees and volunteers (representatives of GLN).

In addition to the requirements of the Code, GLNA seeks to be accountable to ACNC standards of good governance.

Our Mission:

To inspire and equip world-class leadership that ignites transformation.

Our Vision:

We envision a movement of Christians and churches maximizing their full leadership potential to impact the world.

Our Values:

- **Dependent on God** – We faithfully seek direction and discernment from God.
- **Resilient Flexibility** – We are responsive and adaptive to challenges and opportunities with a willingness to adjust.
- **Collaboration** – We value the diverse and unique gifts of each other and believe we are better together.
- **Teachability** – We listen and respond to feedback, being open to new ideas, people, styles, and opinions.
- **Community** – We genuinely care for each other beyond the work we do.
- **God-honouring excellence** – We give our absolute best to steward personal skills, gifts, and experiences with the people and resources available.

GUIDING PRINCIPLES FOR CHRIST-CENTRED LIVING

The Global Leadership Network Australia (GLNA) is a Christian, not-for-profit ministry representing Jesus Christ in the mission God has called and entrusted to the GLNA and its staff. All staff are required to be Christians who have a vital relationship with Jesus Christ as Lord and Saviour (John 3:3; Romans 10: 9-10; John 15:5) who commit to live a Christ-centred life (Matthew 28:19-20; Romans 12:1-2).

Staff are expected to demonstrate GLNA's core organisational values. Staff are also expected to conduct themselves in a manner that exemplifies biblical principles in their daily lives and relationships at work and outside work, so that their lives build others up, are a positive witness of God's work, and will not reasonably subject GLNA's mission to harm.

Employee and Volunteer Accountabilities

All GLN representatives are expected to:

- Be aware of and comply with the principles and guidelines in this Code and other GLN policies.
- Seek assistance whenever clarification is needed about the application of this Code or any policy or procedure.
- Promptly report any breaches of this Code to the CEO or Board Chair.

In addition to the above, the GLN CEO is expected to:

- Ensure that all representatives are aware of and comply with this Code.
- Ensure that all representatives have access to relevant policies and procedures.
- Lead by example in creating and nurturing a culture that values, recognises and rewards integrity and honesty.
- Implement and maintain controls to prevent, detect and respond to compliance issues and concerns.
- Deal with employee and volunteer concerns about ethical issues seriously and promptly.
- Report all breaches of the Code to the Chair.

Actively encourage employees and volunteers to report unlawful/unethical behaviours and actions which do not comply with this Code.

Ethical Business Practices

We will not knowingly make statements that are false, defamatory, misleading, or deceptive. We will employ the highest ethical business practices in the sourcing, selection, negotiation, and administration of all business activities.

Gifts and entertainment

Providing or receiving excessive entertainment or gifts is not considered an ordinary or necessary business practice and is against our policy. Representatives need to carefully consider whether accepting gifts or entertainment from stakeholders may be construed as an attempt to influence or prompt business decisions or be considered as a bribe or a payoff. Similarly, representatives must never use gifts to try to influence another organisation's decisions.

Conflicts of interest

All representatives have an obligation to act in the best interests of GLN and to avoid any situation or interest that might place them in a position of conflict of interest with GLN, or that might create an appearance of a conflict of interest. All representatives are expected to fully disclose any situations that could give rise to a conflict, potential conflict or the perception of a conflict or potential conflict of interest.

Protection and use of assets.

All GLN representatives have a responsibility to respect and protect GLNA assets (including proprietary information and intellectual property) against theft, waste, loss and misuse and to ensure their efficient use for legitimate organisational purposes only. Also, we will not take property belonging to others, including intellectual property. Our representatives are prohibited from using GLNA funds or assets for any unlawful or improper purposes and are required to promptly report any actual or suspected fraudulent behaviour, theft, corruption, bribery, damage or misuse of our property.

GLNA assets include its information and technology resources and systems. Our representatives must not use these resources and systems in any way which creates (or appears to create) any impropriety.

Other Commitments to Stakeholders and the Community

Our representatives must comply with the GLNA Whistle-blower Policy.

Privacy, Confidentiality and Release of Information

We are committed to taking appropriate steps to respect confidentiality and protect people's privacy as outlined in our GLNA Privacy Policy.

All representatives must maintain the confidentiality of confidential information entrusted to them by GLNA or its stakeholders, except when disclosure is explicitly authorised or required by laws or regulations.

Working Together

We are committed to providing an inclusive and equal work environment in which all people, regardless of gender or any other difference, are treated equally and with fairness, respect, and dignity. We will not tolerate any form of unlawful discrimination, bullying or harassment. In the event of working with or encountering vulnerable people, we want to always act in their best interests.

As a Christian organisation, we expect all staff to be above reproach in all respects, including but not limited to the respect and courtesy extended to each other and to all those with whom you come into contact with during the course of your GLNA responsibilities.

Our Ethical Behaviours policy sets out important information which all representatives should be aware of and must comply with.

Health and Safety, and Fitness for Work

We will take all reasonable steps to provide safe and healthy working conditions for all our employees, volunteers, and contractors. All representatives are required to meet their health and safety responsibilities and our employees have the right to stop unsafe acts or operations if they genuinely believe it is not safe to continue.

All representatives are required to be able to perform their work in a way that does not compromise or threaten the safety or health of themselves or others. While at work or conducting business on our behalf, representatives are required to take responsibility for their individual fitness for work, and must not be impaired by fatigue, illegal or legal drugs, or alcohol.

We are committed to ensuring that all employees who are unfit to work are dealt with in a fair, respectful, supportive, and constructive manner. To foster general well-being, our employees are encouraged to take their full annual leave entitlements as they fall due, and the CEO is required to manage and facilitate leave arrangements accordingly.

Code of Conduct Administration and Compliance

We will fully support each representative in meeting his or her responsibility to comply with this Code and applicable laws and regulations and will provide the resources necessary for compliance, including employee education and awareness sessions.

Specific questions concerning any legal responsibility or ethical question should be directed to the CEO in the first instance.

All representatives are expected to adhere to the values, principles, policies and standards outlined in this Code. Demonstrating appropriate behaviours is an integral part of being an effective and productive representative of GLNA, and those behaviours include reflecting the spirit and intent of the Code in everything we do.

Representatives who breach these values, principles, policies and procedures may be subject to disciplinary action up to and including termination of employment/engagement. In some cases, a breach of the Code can also mean breaking the law and subjecting GLNA to criminal penalties or civil sanctions.

Reporting of non-compliance with the Code of Conduct

Representatives are strongly encouraged to report incidents (or suspected incidents) of non-compliance with this Code to the CEO. If non-compliance relates to the CEO, the Board Chair should be informed.

The GLNA Whistle-blower policy also enables a process by which representatives are encouraged to report breaches (or suspected breaches) of certain laws (e.g., Corporations Act). Failure to report a suspected or actual breach of this Code is itself a breach of the Code and may be subject to disciplinary action.

Investigations of non-compliance

Reports of breaches of this Code will be investigated promptly and appropriately. Full co-operation with internal investigations is a condition of employment/engagement with GLNA.

Code of Conduct stewardship

The CEO has overall responsibility for ensuring effective implementation, administration, and ongoing maintenance of this Code, and will report on this annually to the Board. In addition, the CEO is required to promptly report any breach of this Code by an executive officer or director directly to the Board Chair.