A cartoon of a lizard with headphones

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**Code of Ethics**

Code of Ethics - Chameleon

# Purpose

This code is designed to apply to all employees of Chameleon and reflects the expected standards of integrity and conduct.

The Executive and Leadership Team are responsible for monitoring and evaluating the operation of this code within their areas of responsibility.

All employees have a responsibility to comply with legislation, policy, procedures, and the Chameleon Code of Ethics, to perform their duties effectively, to provide impartial and accurate advice and act in a manner that promotes a productive and harmonious working environment.

# Scope

This code of ethics applies to all operations of Chameleon.

# Code of Ethics Statement

# Values

We value professionalism, loyalty, integrity, courage, teamwork, and innovation as an employer.

1. **Chameleon’s Image and Reputation**
   1. Act as a positive advocate for Chameleon within the wider community
   2. Behave at all times in a manner that upholds the good reputation of Chameleon.
2. **Respect for Persons**

Whilst engaged in professional activity, employees are expected to:

* 1. Engage other employees, clients, and customers of Chameleon equitably and with respect.
  2. Be courteous, responsive, and fair in dealing with others.
  3. Make procedurally fair decisions and ensure the principles of natural justice are observed.
  4. Be aware of, and sensitive to, cultural differences.
  5. Engage in rational debate and allow diversity of opinion and alternative points of view to be expressed.
  6. Avoid discrimination on grounds such as race, colour, descent or national or ethnic origin, disability, cultural background, religious belief, sexual orientation, gender identity, intersex status, marital or relationship status, age or political conviction.
  7. Avoid behaviour which might be reasonably perceived as aggressive, bullying, victimisation or harassment.

1. **Obligations**

Employees are required to:

* 1. Adhere to all State and Commonwealth laws.
  2. Adhere to the Codes of Ethics of Chameleon and the host organisation when conducting business both locally and overseas, and demonstrate respect for the diverse culture and traditions of visitors, colleagues and business partners.
  3. Ensure that intellectual property and resources developed or accessed in the conduct of professional duties is protected as the property of Chameleon.
  4. Not disclose confidential information, verbally or by way of official documents, papers, online and electronic data or other sources, without the express permission of the appropriate Chameleon authority.

1. **Integrity**

Employees are required to disclose any financial, legal, professional, or personal interest that may be in conflict, real or perceived, with their professional duties or the business of Chameleon, and with particular regard to:

* 1. Financial relationships
  2. Receipt of gifts
  3. Memberships of organisations
  4. Other employment
  5. Use of confidential information obtained in the course of professional duties.

1. **Diligence**

Employees are required to carry out duties in a professional and conscientious manner and:

* 1. Be responsible and accountable for completing assigned duties in a timely fashion.
  2. Carry out official decisions and policies impartially and in good faith.
  3. Ensure outside interests do not interfere, or conflict, with professional duties or responsibilities.
  4. Are encouraged to report suspected fraud or corrupt conduct to appropriate Chameleon authority.

1. **Economy & Efficiency**

Employees are required to:

* 1. Use Chameleon resources only for legitimate and approved work related purposes and avoid waste
  2. Maintain adequate security over Chameleon property, facilities and resources

# References and supporting Acts

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| **Commonwealth** | Age Discrimination Act 2004  Disability Discrimination Act 1992  Australian Human Rights Commission Act 1986  Sex Discrimination Act 1984  Racial Discrimination Act 1975  Workplace Gender Equality Act 2012 |
| **Victorian** | Equal Opportunity Act 1995  Financial Management Act 1994  Freedom of Information Act 1982  Information Privacy Act 2000  Occupational Health and Safety Act 2004  Racial & Religious Tolerance Act 2001  Protected Disclosure Act 2012  Disability Act 2006 |
| **Review** | This policy will be reviewed no later than 5 years of it’s authorisation date. At this point it will need to be re-authorised by the relevant authority at Chameleon |