

# African Communities Forum Inc Code of Conduct

## Our vision

To promote the general welfare of our community, enhance visibility and foster resilience.

## Our mission

We are focused on supporting health and wellbeing by empowering our community with resources, knowledge, and support to thrive and increase visibility. We raise awareness of key issues, foster resilience, advocate for equity and inclusion for all. By fostering sustainability and innovation, we create lasting solutions that make a meaningful impact, guided by compassion and empathy.

## Coverage

This Code of Conduct applies to the Board and volunteers of **African Communities Forum Inc** who are working on a volunteering, full-time, part-time, temporary, casual, or contract basis. The Code forms part of the terms and conditions and should be read in conjunction with other policies and procedures.

## Purpose

The purpose of this Code of Conduct is to assist you in knowing and understanding the standards of conduct and behaviour expected of you. These standards reflect the basic requirements of courtesy, professionalism, and integrity needed to ensure that we are all working together productively.

This Code is not intended to be a definitive document that sets out every possible requirement or situation that can arise during your time with **African Communities Forum Inc**. Instead, it provides:

- A guide to minimum standards of behaviour and practice
- A sound basis for you to judge your behaviour and the conduct of colleagues
- A basis for others (volunteers, members of the public, funders, etc.) to judge the conduct of **African Communities Forum Inc** and its board and volunteers

## Our Responsibilities and Expectations

Together, we must maintain the highest level of professionalism and ethical behaviour. This means that each of us must use good judgement and think about

whether our conduct or actions are appropriate to the situation, and reflect well on the organisation.

The following sections set out our collective responsibilities, what you can expect from **African Communities Forum Inc**, and our expectations of you.

### **African Communities Forum Inc will work to:**

- Demonstrate a commitment to the spirit and principles of Te Tiriti o Waitangi and upholding the spirit of Ubuntu (*I am, because we are*)
- Provide clear leadership and direction
- Maintain open communication and the sharing of information
- Invite your input into decision-making wherever appropriate
- Respect your right to privacy and to be treated with dignity
- Value diversity and equity
- Provide a working environment free from any harassment and/or discrimination
- Implement fair and transparent selection and appointment processes
- Provide clear role descriptions and performance reviews regularly
- Provide appropriate disciplinary and dispute procedures with opportunity for redress against unfair or unreasonable treatment
- Meet all its legal obligations, including those in the Health and Safety in Employment Act 1992, Privacy Act 1993, and the Human Rights Act 1993.

### **African Communities Forum Inc and You will work to:**

- Promote the spirit and principles of Te Tiriti o Waitangi and upholding the spirit of Ubuntu (*I am, because we are*)
- Develop and maintain a relationship that is based on mutual respect, trust, Integrity and loyalty
- Model expected behaviours, and behave in a manner that enables our work to be performed effectively
- Maintain open and effective communication and harmonious working relationships that encourage partnership, openness, involvement, and accountability

### **What Isn't Acceptable Performance**

In the event of a Board member not performing to the required standard or meeting the expectations of their position, the Chair will meet with the member to bring to attention the standards and responsibilities required of the position.

At this meeting an attempt will be made to establish the reason behind the unacceptable level of performance or behaviour, which may include factors such as the role itself, personal problems or relationships with other Board members. The Chair will emphasise the expected performance standards and identify steps that are necessary to remedy the problem.

The member may then be advised that they will be monitored for a period of time and what further action will be taken if performance does not improve. Thereafter, if the member fails to show an improvement the disciplinary process will be invoked.

The disciplinary process involves

1. A hearing with the whole Board
2. A first offence will result in a written warning issued after the Board hearing
3. A second offence will result in a final written warning
4. A third offence will result in removal from the Board on notice.

**Note:** Where misconduct is considered sufficiently serious, a final warning may be issued without a prior warning being issued.

Prior to each disciplinary meeting with the Board member, the member will be advised of the allegation in question, the right to have a representative or support person present at the meeting, and the potential serious misconduct allegation. During the meeting, the member will be allowed to explain or refute the allegation(s). **African Communities Forum Inc** will give any such explanation and any mitigating circumstances due consideration before deciding the outcome.

If the decision is made to issue a warning, this intention will be communicated to the Board member concerned. A further opportunity to comment on the proposed sanction will be given before the final decision is made.

Any warning(s) subsequently issued will be formally communicated and confirmed in writing.

The member will be advised of the corrective action required and the consequence of continued or further instances of misconduct or unacceptable performance (i.e. a final warning or dismissal).

*I have read and understood the Code of Conduct set out here and understand that, by signing this Code of Conduct, I agree to these terms.*

Signature of Board member:

Board member's name:

Date:

