

CODE OF CONDUCT

Policy name	Code of Conduct
Responsible officer	SAGE President
Responsible committee	SAGE Executive Committee
Drafted by	Cath Reilly
Date approved	13/11/2023
Review date	As determined by the SAGE Executive Committee
Filed at	Trello
Website link	https://www.sageproject.org.au/pages/sage-plans

INTRODUCTION

SAGE NSW INC incorporating Stepping Stone Farm INC (SAGE) values the contribution of people who volunteer, and or provide their time and effort for financial renumeration, as we work together to grow the local fair food community of people who grow, eat, prepare, sell, share, and work with local food.

APPLICATION

To assist in providing a safe and positive environment; members, volunteers, employees, and stakeholders are expected to comply with SAGE policies and procedures including the following Code of Conduct.

PURPOSE

The purpose of the Code of Conduct is to outline the principles, values, and standards of behavior expected from all members, volunteers, employees, and stakeholders of SAGE. The Code aligns with our values articulated in the SAGE Strategic Plan.

1. General conduct:

• Volunteers, staff and contractors are expected to uphold the core values of SAGE and care about our land, our growers, our food and our community and be caring, fair, kind, and respectful when they are engaged in SAGE activities.

2. Integrity and Ethics:

- Act with honesty, integrity, and transparency in all organisational activities.
- Avoid conflicts of interest and disclose them when they arise.

3. Respect and Inclusivity:

- Actively promote cultural safety and inclusion.
- Treat all individuals with respect, fairness, and dignity, regardless of their race, gender, religion, sexual orientation, or other characteristics.
- Foster a diverse and inclusive environment that welcomes and respects different perspectives.
- Assist in creating an environment free from fear, harassment, racism or exploitation.

4. Compliance with Laws and Regulations:

• Comply with all applicable laws, regulations, and reporting requirements.

5. Accountability and Stewardship:

- Be responsible and ethical stewards of the organisation's resources, including financial assets, and ensure their proper and efficient use.
- Avoid waste or extravagance and cooperate with measures to protect the environment.
- Maintain accurate records and reporting.

6. Confidentiality:

- Safeguard all sensitive and confidential information related to the organisation, its beneficiaries, donors, and partners.
- Do not disclose or misuse such information for personal gain or to the detriment of the organization.

7. Volunteer and Employee Relations:

- Maintain a respectful and positive work environment, free from harassment, discrimination, and retaliation.
- Encourage open communication.

8. Environmental and Social Responsibility:

- Consider the organisation's impact on the environment and society and seek to minimize any negative effects.
- Support sustainable and socially responsible practices.

9. Safety

- Work safely, observing any local safety procedures and seeking to protect the health
- and safety of others
- Work within your ability
- Report any safety hazard or hazardous practices, and any safety incidents
- Assist in implementing emergency procedures and provide care to the injured or ill according to their ability and best efforts.

10. Review and Amendment:

- This Code of Conduct will be reviewed and updated as needed to reflect changes in the organisation's operations and the evolving standards of ethical behavior.
- By adhering to this Code of Conduct, all members of SAGE contribute to the organisation's mission and reputation, and help maintain its commitment to integrity, transparency, and ethical behavior.