



# Code of Ethics, Required Conduct, Asset Ownership, Confidentiality and Volunteer Agreement

## Ethical Code and Required Conduct

This Code is applicable to all members of The Australian Progressives who accept an official position, role within the Party, or are an 'active' or 'activated' member (see Appendix iii). The Code may be amended only with the agreement of two-thirds of the National Executive and amendments must strengthen rather than weaken the code. Definitions of terms are contained in Appendix iii.

### **1. HONESTY, INTEGRITY AND ACCOUNTABILITY**

#### **1.1. WE WILL:**

- 1.1.1. Tell the truth to each other, to the public and to ourselves- even when uncomfortable.
  - 1.1.2. Be willing to swim against the tide to voice new or unpopular ideas to our peers and to the community.
  - 1.1.3. Remember at all times that our personal behaviour reflects on the Party.
  - 1.1.4. Strive to the best of our ability to live by highly equitable and ethical moral principles.
  - 1.1.5. Speak up when we observe a lack of integrity in others.
  - 1.1.6. Take responsibility for our choices.
  - 1.1.7. Admit our mistakes.
  - 1.1.8. Attempt to heal rifts with peers and request assistance if necessary.
- #### **1.2 WE WILL NOT:**
- 1.2.1. Conceal motives.
  - 1.2.2. Twist or omit facts for personal, Party or factional gain.
  - 1.2.3. Exploit others' honesty for personal, Party or factional gain.
  - 1.2.4. Sway our opinion to agree with the most powerful people in the room.
  - 1.2.5. Allow ill- will to fester.
  - 1.2.6. Use parliamentary privilege as an excuse for behaving without moral integrity.
  - 1.2.7. Flout minimum expectations of what constitutes reasonable behaviour through making poor personal choices which bring the Party or Australia into disrepute. Examples might include drink driving, bribery or other corruption, criminal violence, intentional tax evasion, bullying, harassment or other harmful actions.
  - 1.2.8. Expect special treatment because of our position beyond what is practical, fair and necessary.

### **2. LOYALTY**

## **2.1. WE WILL:**

- 2.1.1. Be loyal to each other and to the Party, but not at the expense of honesty.
- 2.1.2. When required to speak about a Party position with which we disagree, state our support for the Party position followed by our personal position if necessary.

## **2.2. WE WILL NOT:**

- 2.2.1. Rationalise corrupt or questionable behaviour by citing loyalty to our friends, to a faction or to the Party.
- 2.2.2. Undermine the Party or other Party members for personal gain or due to personal resentments.

## **3. RESPECT**

### **3.1. WE WILL:**

- 3.1.1. Behave with respect for others' rights and dignity at every level of the Party's operation, regardless of that person's political affiliations, position in the hierarchy or personal characteristics (appearance, race, gender, sexual orientation, age, religion, nationality, socio-economic circumstances, ability etc).
- 3.1.2. Attack ideas when necessary, but not the people who present them.
- 3.1.3. Calmly give constructive criticism when necessary alongside suggested solutions.
- 3.1.4. Remember our promise to adhere to this Code each time we speak, write or type.
- 3.1.5. When in a state of heightened emotion, choose our language and tone of voice carefully or choose to remain silent until we feel in control.
- 3.1.6. Behave in a way that is worthy of others' trust and respect.
- 3.1.7. Apologise if we fail in the above and offend or distress others.
- 3.1.8. Respect and protect the intellectual property of the Party and those who work within it.

### **3.2. WE WILL NOT:**

- 3.2.1. Shout, bully or insult others in the heat of the moment.
- 3.2.2. Respond emotionally to constructive criticism.
- 3.2.3. Provide non constructive criticism.

## **4. EMPATHY**

### **4.1. WE WILL:**

- 4.1.1. Aim to do the greatest good for, and the least harm to, others.
- 4.1.2. Show compassion for others' difficulties and strive to understand them.
- 4.1.3. Always consider others' points of view and try to place ourselves in their shoes before making decisions that affect them.
- 4.1.4. Respond with compassion to people in need on both an international and a domestic level.
- 4.1.5. Strive to understand, empathise with and tolerate diversity even when it challenges our personal values.

### **4.2. WE WILL NOT:**

- 4.2.1. Patronise the Australian public or our peers.
- 4.2.2. Expect others to accept conditions and limitations we would not accept ourselves.
- 4.2.3. Impose narrow personal or group values on others.

## **5. REASONABLE BEHAVIOUR**

### **5.1. WE WILL:**

- 5.1.1. Be reliable and do what we have agreed to do, to the best of our ability and preferably on time.
- 5.1.2. Explain honestly the reasons for not meeting any public or Party commitment.
- 5.1.3. Be flexible and adapt to changing circumstances.
- 5.1.4. Understand that we all have additional burdens and responsibilities outside public life.
- 5.1.5. Be reasonable in our expectations of others and negotiate realistic deadlines which give them adequate time to do work or respond to requests.
- 5.1.6. Be open to listening to new ideas beyond our own personal beliefs and entrenched opinions.
- 5.1.7. Be prepared to be wrong; be willing to change our minds and to accept new perspectives in the face of sufficient evidence.
- 5.1.8. Show humility.
- 5.1.9. Accept good advice given in good faith.
- 5.1.10. Be generous in giving second chances, recognising that none of us is perfect.
- 5.1.11. Delegate responsibility when necessary to ensure our Party responsibilities are fulfilled.

**5.2. WE WILL NOT:**

- 5.2.1. Make promises which we may not be able to keep or have no intention of keeping.
- 5.2.2. Believe we know everything about any subject.
- 5.2.3. Stand in the way of others' efforts to achieve better outcomes for the Party, the people and the planet.

**6. FAIRNESS**

**6.1. WE WILL:**

- 6.1.1. Give equal opportunities to others regardless of appearance, race, gender, ability/disability, marital status, age, sexual orientation, religion, family connections, nationality, socio-economic demographic or any factor other than the person's qualifications, experience and ability to complete the requirements of the task.
- 6.1.2. Respond to and recognise diversity of circumstances and needs.
- 6.1.3. Be aware of our own biases and strive to overcome them.

**6.2. WE WILL NOT:**

- 6.2.1. Openly or covertly discriminate against others on any of the above grounds.
- 6.2.2. Remain silent in the face of any other person's intolerance or discrimination towards ourselves or others.

**7. PERSONAL EXCELLENCE**

**7.1. WE WILL:**

- 7.1.1. Strive to excel in all tasks.
- 7.1.2. Strive to be the best person we can in all aspects of our lives.
- 7.1.3. Listen to constructive personal criticism and consider it fairly rather than responding emotionally.
- 7.1.4. Lead by example, particularly in ethical matters.
- 7.1.5. Recognise that within our roles in the Party, we are responsible first and foremost for the needs and welfare of Australia and Australians.

7.1.6. Generously recognise our peers' and opponents' personal and Party achievements.

7.1.7. Generously recognise good intent even when the result is less than excellent.

**7.2 WE WILL NOT:**

7.2.1 Within our roles in the Party, prioritise our own preferences and opinions above those which benefit Australia and Australians.

## Confidentiality Agreement

It is understood and agreed to that Australian Progressives may provide certain information that is and must be kept confidential. To ensure the protection of such information it is agreed that:

1. The Confidential Information to be disclosed can be described as and includes:

Access to the registered party members information, internal party discussions via any social media platform and internal discussions regarding the party including specific party strategy and Internal documents (other than those authorised for external release).

2. The Recipient agrees not to disclose the confidential information obtained from the discloser to anyone unless required to do so by law.

3. This Agreement states the entire agreement between the parties concerning the disclosure of Confidential Information. Any addition or modification to this Agreement must be made in writing and signed by the parties.

4. Australian Progressives is not legally liable for the disclosure of the Confidential Information by the Recipient, whether this disclosure be deliberate, negligent or unintentional. The Recipient accepts legal liability in the event of disclosure.

5. Australian Progressives reserves the right to revoke access to the confidential information at its discretion. Revocation must be done in writing or electronic form. Continued use of the confidential information by the recipient following a revocation will constitute a breach of this agreement.

6. The recipient may not copy or transcribe the confidential information in any way.

7. In the event that Australian Progressives allows copies of the confidential information to be made, the electronic copies must be destroyed if the right to access the confidential information is revoked.

8. If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provisions) shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

## Created Asset Ownership

I recognise that any assets I create or jointly create on behalf of Australian Progressives, or am given possession of in order to do work on behalf of Australian Progressives, is the property of Australian Progressives. I renounce all intellectual property rights in these works or assets. I will not publish these works for anything not authorised by Australian Progressives. I will hand over these assets immediately upon request by the Australian Progressives' Steering Committee,

National Executive, or successor entity to them or their appointed agents. I recognise this declaration has legal force.

## Volunteer Agreement

This Volunteer Agreement relates to the Conditions of participation and representation of The Australian Progressives. I understand that by signing this Statement, I am agreeing to all conditions, such as:

1. I believe and share the values of The Australian Progressives as outlined in the Code of Ethics and Required Conduct (the Ethical Code) and The Confidentiality Agreement.

2. I understand that the Code of Ethics and Required Conduct is key because it defines the relationships of all representatives in The Australian Progressives and our expectations of behaviour regarding: a. our interactions with members of The Australian Progressives; b. our interactions with our constituents; c. our interactions with our backers; d. our interactions with the media; e. our interactions with other parties, particularly parties that can form an Alliance; and f. our interactions with our opponents.

3. I agree to sign this Statement relating to the Code of Ethics and Required Conduct and the Confidentiality Agreement.

4. I have read, understand and agree to abide by the Code of Ethics and Required Conduct and The Confidentiality Agreement.

5. I understand that I may be dismissed from any position by failing to adhere to the Code of Ethics and Required Conduct and The Confidentiality Agreement based on reasonableness, as defined in the glossary of the Ethical Code.

6. I understand that the interpretation of the Code of Ethics and Required Conduct and The Confidentiality Agreement is at the discretion of The Australian Progressives, which interpretation will be made on the basis of natural justice.

7. I understand that if I disagree with the interpretation, I may follow the normal Grievance Procedure laid out in The Australian Progressives' Constitution.

8. I understand that if I am accused of unethical conduct, there must be evidence to support that accusation and it must be ethically applied in the judgement.

9. I understand that the disciplinary process requires responding to the National Executive of The Australian Progressives.

10. I understand that for natural justice reasons in the disciplinary process and as a safeguard for objective, thorough legal recourse, an independent arbitrator will be engaged where necessary.

11. I recognise that this is not a formal employment relationship and no monetary compensation will be provided.

### CONDITIONS OF VOLUNTEER EMPLOYMENT ADDITIONAL TO THE CODE OF ETHICS AND REQUIRED CONDUCT & THE CONFIDENTIALITY AGREEMENT

12. I understand that a certain standard of performance (as directed by my team leader and available in writing on request) will be required of me in my role.

13. I accept that I may be dismissed from my role if I fail to meet that performance standard. I understand that all attempts will be made to find a more suitable role, and if this is not possible I may still be considered for future roles within the organisation.

14. I understand the Australian Progressives are an Equal Employment Opportunity employer

15. I understand that any OHS guidelines pertaining to my role will need to be followed

By signing below, I am stating that I understand and will abide by our Code of Ethics, Required Conduct, Asset Ownership, Confidentiality and Volunteer Agreements.

Name: _____	
Signature: _____	Date: _____

**Appendix i : Grievance Procedure: Resolution of disputes** 1) In the event of a dispute between members, or between members and the organisation, the matter shall be referred to the lowest appropriate level of leadership; if the matter remains unresolved it will be escalated up the leadership until the matter is resolved. 2) A dispute between a member and another member (in their capacity as members) of The Progressives, or a dispute between a member or members and The Progressives, are to be referred to a community justice centre for mediation under the Community Justice Centres Act 1983. 3) If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration. 4) The Commercial Arbitration Act 1984 applies to any such dispute referred to arbitration.

**Appendix ii : Expulsion of Party Members:**

Section I: Executive

1) Members of the Party Executive may be expelled if the member:

- a) fails to perform their duties; or
- b) brings the Organisation into disrepute; or
- c) breaches the Organisation's values and objectives.

2) A decision to expel a member of the Executive shall be determined by 2/3 majority of the Executive.

3) An expulsion will not take effect until the next meeting after a 14 day period has passed, during which the member has a right to address the Committee's concerns.

**Obligations and Corruption;**

Members must not act in a manner contrary to the platform of the party; if it is believed that a member has done so, they may be referred to the National Council for appropriate disciplinary action. Members who are found guilty of corruption by any state or federal judicial body must immediately resign any electoral and/or party position they hold and resign from the party or face expulsion. If the matter is under judicial appeal the matter will be put to the National

Council for a decision or disciplinary action. If a member is found guilty of corruption by a non-judicial body, the National Council is required to consider expulsion of the member and to publish reasons for their decision on the party website.

Ordinary Members;

1) A complaint may be made to the National Council by any person that a member of Australian Progressives:

a) has refused or neglected to comply with a provision or provisions of this constitution, or  
b) has wilfully acted in a manner prejudicial to the interests of Australian Progressives.

2) The National Council may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature, but must explain their reasons for doing this in writing to the complainant.

3) If the National Council decides to deal with the complaint, the National Council:

a) must cause notice of the complaint to be served on the member concerned, and  
b) must give the member at least 14 days from the time the notice is served within which to make submissions to the National Council in connection with the complaint, and  
c) must take into consideration any submissions made by the member in connection with the complaint.

4) The National Council may, by resolution, expel the member from Australian Progressives or suspend the member from membership of Australian Progressives if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.

### **Appendix iii : Glossary**

Active Member = someone who is currently working on a project being tracked by our CEO/Operations Manager.

Activated Member = is someone is committed to becoming Active, in line with their abilities, interests, qualifications and experience.

Reasonable = behaving in a fair and sensible way.

Reasonable behaviour = Behaviour that is consistent with being fair and sensible and being able to be reasonably explained rationally. Reasonable evidence is defined at a higher standard than criminal liability for Australian Progressive representatives. In this context, reasonable is defined as demonstrating behaviour that is consistent with being fair and sensible and being able to be reasonably explained rationally. Where reasonable evidence is required to be demonstrated, the onus of responsibility is on the accused to demonstrate to the satisfaction of the National Executive of the Australian Progressives - or an external independent arbitrator - that their behaviour has a reasonable rationale - that can be reasonably accepted - as defining fair and sensible behaviour not motivated by self interest.