

YMCA Geelong - Ethics & Interest Policy

OFFICE USE ONLY



Policy Number	Date Approved	Date Last Amended	Status
YG 129-G	17/07/2014	22/07/2014	APPROVED

1. ETHICS & INTEREST POLICY

2. INTRODUCTION

YMCA Geelong wishes to be open and transparent as well as act in an ethical manner in all its relationships, its processes, the way it does business and its expectations of the Board, staff and volunteers.

This policy provides guidance for the Board governing YMCA Geelong Inc.

3. POLICY

3.1 Values

3.1.1 YMCA Board and Staff will utilise the YMCA values of Honesty, Caring, Respect and Responsibility as a guiding principles to our decision making, behaviour guidance, operations and relationships.

3.2 Stakeholder Confidentiality

3.2.1 Ensure that all information that is confidential or privileged is managed appropriately and in accordance with the relevant laws and regulations

3.2.2 With respect to interactions with stakeholders all potential stakeholders, the Chief Executive shall not allow conditions, procedures or decisions that are unsafe, undignified, and unnecessarily intrusive or that fail to provide respect or appropriate confidentiality or privacy.

3.3 Governance – Ethical and proper practice

YMCA Geelong Board is committed to ethical conduct in all areas of its responsibilities and authority.

Board Members:

3.3.1 Act honestly and in good faith at all times in the interest of the YMCA and its members and stakeholders, ensuring that all stakeholders, particularly clients, are treated fairly according to their rights and YMCA policies.

- 3.3.2 Carry out their duties in a lawful manner and ensure that the YMCA carries out its business in accordance with the law and the terms of its Statement of Rules and Purposes, funding agreements and contractual requirements.
- 3.3.3 Avoid conflicts of interest in as far as this is possible. Where such a conflict arises the Board Member/s concerned must act within the terms of the Board's Conflict of Interests clause 3.4.
- 3.3.4 Regularly attend Board Meetings and devote sufficient time to preparation for Board Meetings to allow for full and appropriate participation in the Board's decision making.
- 3.3.5 Do not disclose to any other person confidential information other than as agreed to by the Board or as required under law.
- 3.3.6 Act in accordance with their fiduciary duties, complying with the spirit as well as the letter of the law, recognising both the legal and moral duties of the role.
- 3.3.7 Interact with the Board and the YMCA in a positive and constructive manner.
- 3.3.8 Abide by Board decisions once reached.
- 3.3.9 Will not do anything that in any way denigrates the YMCA or harms its public image.
- 3.3.10 Regularly review their own performance with a view to ensuring a suitable contribution to Board deliberations and decision-making and, if found lacking, should either pursue training or assistance to improve their performance or resign.
- 3.3.11 Discuss with the Chair of a perceived ethical issue.
- 3.3.12 Ensure that there is an appropriate separation of duties and responsibilities between itself and the CEO.
- 3.3.13 Ensure that the independent views of Board Members are given due consideration and weight.
- 3.3.14 Ensure that the Members of the YMCA, as outlined in the constitution, are provided an accurate and balanced view of the YMCAs performance including both financial and service provision.
- 3.3.15 Regularly review its own performance as the basis for its own development and quality assurance.
- 3.3.16 Conduct meetings in such a manner as to ensure fair and full participation of all Board Members.

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- 3.3.17 Ensure that the YMCAs assets are protected via a suitable risk management strategy.

3.4 Conflict of Interest

- 3.4.1 Each Board member or staff member has a duty to place the interest of the organisation foremost in any dealings with the organisation.
- 3.4.2 Board and staff members do not use their positions in such a way that a conflict of interest between the interest of the organisation and their personal interest can arise.
- 3.4.3 If any Board, committee or staff member has an interest in a proposed transaction with the organisation, he or she must make full disclosure of such interest before any discussion or negotiation of such transaction.
- 3.4.4 Business between Board members or staff (or their employees or company) and the organisation may be deemed acceptable by the CEO or in Board Chair once they have been declared.
- 3.4.5 Any Board member or committee member who is aware of a potential conflict with respect to any matter coming before the Board or the committee shall not be present for any vote in connection with the matter
- 3.4.6 Board Members are required to annually complete a Director Disclosure Form and Managers are required to complete Allied Business Interest Disclosure Form.
- 3.4.7 Trading between YMCA and board or staff member's private companies or allied business interests is not the preferred practice.

3.5 Nepotism

- 3.5.1 Boards and Staff should not show any favouritism through their exercise of their position on the Board that would result in any benefit whatsoever to close relatives or friends.

3.6 Research

- 3.6.1 Any research involving members or other personnel must adhere to generally accepted research standards.

4 DEFINITIONS

Ethical - pertaining to or dealing with morals or the principles of morality; pertaining to right and wrong in conduct. Operating in accordance with the rules or standards for right conduct or practice, especially the standards of a profession or industry.

Nepotism- to show is favoritism to relatives or friends regardless of merit.

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5 SCOPE

The Ethics & Interest Policy applies to YMCA Geelong Inc. and associated clubs.

6 ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
CEO	Chief Executive Officer ensures that the Ethics and Interest Policy is resourced appropriately with systems in place to comply with policy requirements. CEO is responsible for reviewing and monitoring the Policy. The Company Secretary is responsible for logging conflicts of interest. Board ensure the policy compliance and review policy statement
Operations	Managers and staff are trained and implement the policy at a local level.

7 MONITORING, EVALUATION AND REVIEW

Ethics & Interest Policy will be monitored and reviewed on every four years or as initiated by the Board.

8 SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

Board Charter

Code of Conduct Policy

Approved by:

Meeting number and date:

Resolution number:

Effective date:

Review date:

Policy Owner: CEO

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Amendment history:

Version	Date	Author	Change Description
V1	11/02/2014	Shona Eland	Uploaded to YMCA Geelong Policy Template included scope, monitoring and evaluation clauses.
V2	17/07/2014	Shona Eland	Updated clauses

As adopted by the YMCA Geelong on 22/07/2014



Shona Eland
Acting Chief Executive Officer YMCA Geelong Inc.