

Code of Conduct Policy

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Drafted by	ImmPast Chief Comr	Approved by Council of AAL	4 th September 2021
Reviewed by	Moores Legal		
Responsible person	Chief Commissioner	Scheduled review date	30 th December 2023

Preamble:

This Code of Conduct Policy is part of a suite of policies and is supported, in the main by, by two other Policy documents contained in the Australian Air League Inc. Manual, Section 1, Paragraphs 10 and 11.

- Duty of Care Policy and
- Child Safety Policy, Child Safety Code of Conduct and Procedure

Additionally, the Code of Conduct extends to other Policies and behaviours than those in the above Policies

DEFINITIONS

"**Member**" means any person who holds a Certificate of Membership issued by the AAL. This includes:

- Uniformed Members under 18 years of age (**Cadet Members**);
- Members 18 years of age and over (**Adult Members**), including:
 - Uniformed Adult Members; and
 - Non-Uniformed Adult Members (**Associate**).

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9.1 INTRODUCTION

9.1.1 Why we have a Code

The reason we have a Code of Conduct is so there can be no doubts about the standards of ethical and professional conduct that are required of all members of the Australian Air League Inc. at all times, the outcomes we are

committed to, and the behaviours which are unacceptable and will not be tolerated.

A Code of Conduct assists with building a positive culture.

The intent of the Code is to provide a framework to promote ethical day-to-day conduct and decision making. It does not and cannot cover every situation that can arise. The Code does not replace the need for common sense in how members conduct themselves. If members are in doubt as to what conduct is appropriate in any particular situation, or how the Code should be applied, they should seek advice and direction from their Officers.

Officers have a key role in ensuring members understand the Code and in enforcing the standards it sets, consistently and fairly. However, the most important responsibility of our Officers, and their most valuable contribution to ensuring that the standards set out by the Code are implemented, is to lead by example being a role model for our younger members.

The Code also provides guidance on how to raise and report breaches of the standards it sets.

Individuals concerned specifically about the safety of a child should refer to AAL's Child Safety Policy, Child Safety Code of Conduct and Procedure – at Section 1, Paragraph 11 of the AAL's Manual.

9.2 APPLYING THE CODE

9.2.1 Who does the Code apply to?

This Code applies to all Members of the Australian Air League Inc.

9.2.2 Responsibilities under the Code

All Members are responsible for applying and complying with the Code with Officers, and other Adult Members, being expected to lead by example, being a role model for our younger members, in applying the Code.

Officers are responsible for ensuring that the members who they supervise are aware of and understand their responsibilities under the Code.

The Chief Commissioner, Group Executive Commissioners and other senior Officers will be

- Responsible for the overall welfare and wellbeing of all members
- Accountable for managing and maintaining a duty of care towards all members

All adult members must obtain and maintain at all times a valid Working with Children Check (or the relevant certification or check in their home State).

In addition, all adult members must complete the requisite, on line, Childsafe Training package/s and update their accreditation every two (2) years.

9.2.3 What happens if there is a breach of the Code?

There is a range of consequences for breaches of this Code depending on the nature and seriousness of the matter.

Officers have a responsibility to address alleged breaches of the Code promptly, and in a fair and reasonable manner. They need to assess the seriousness of any alleged breaches, and how they should be dealt with.

Possible outcomes for a member who has breached the Code may be:

- Counselling
- Performance improvement plans
- Formal disciplinary action – refer to the Australian Air League Inc. Manual at Section 5
- Referral to the police in cases of suspected possible criminal activity



- Referral to other Government agencies, or
- Recommendation for termination of membership

Certain sections of the Code reflect the requirements of legislation, and breaches of these conditions may be punishable under law.

9.2.4 **What to do if you are concerned about a breach of the Code?**

Members should report any breach or concerns about a breach of the Code to their Officers.

If a member is not comfortable about reporting to their immediate superior Officer, they should report the matter to a more senior Officer. In some circumstances, such as allegations of child abuse, there is a mandatory requirement to report matters to external agencies (see AAL's Child Safety Policy, Child Safety Code of Conduct and Procedure – at Section 1, Paragraph 11 of the AAL's Manual.

Reporting can also be accomplished using the Form 35, which will have to be completed to enable a formal investigation

9.2.5 **Protection for people who raise concerns about a breach of the Code**

The Australian Air League Inc. is committed to protecting any person who raises concerns about a breach of the Code from retaliation or reprisals. Any attempt to take detrimental action against a person who raises a legitimate breach of the Code will be treated seriously and may lead to disciplinary action.

9.3 **AUSTRALIAN AIR LEAGUE MISSION STATEMENT AND STATEMENT OF PURPOSE**

The Australian Air League Inc. Constitution shows our **Mission Statement** as:

"To provide the young people of Australia with the means to pursue an interest in aviation, to enable them to achieve their full potential and become better citizens who can effectively serve the community." With the *abridged version* reading to "Promote an interest in aviation among the youth of Australia, enable them to become better citizens, serve the community and achieve their full potential."

Our **Statement of Purpose** reads:

1. to foster and develop a spirit of aviation in the youth of Australia;
2. to collect, collate and disseminate information on the history, progress and development of all branches of aviation and aerospace throughout the world for the purpose of instructing its members by lectures, demonstrations, practical involvement and otherwise;
3. to provide effective opportunities for the personal, physical and social development of members by promoting good citizenship and encouraging self-discipline, ingenuity, resourcefulness and self-reliance;
4. to establish squadrons of the Australian Air League Incorporated throughout Australia and to constitute rules and by-laws for their operation;
5. to collaborate with organizations and businesses to promote an awareness of the Australian Air League Incorporated.

The *abridged version* reads:

1. To foster and develop a spirit of aviation in the youth of Australia.
2. Promote education and learning in all aspects of aviation, both past, present and future.
3. Promote the physical, social and personal development of Members.
4. Establish squadrons throughout Australia.
5. Promote the Australian Air League by collaborating with the local community.

To meet the commitments in our Mission Statement and Statement of Purpose (as provided under Parts A and B of our Constitution respectively), we rely on the core values of integrity, trust, service and accountability.

To achieve these core values we rely on:

- Collaboration
- Openness
- Respect
- Empowerment.

We strive to reflect these values in our Organisation and, in our conduct, by demonstrating the following characteristics:

Collaboration

- We are an Organisation that believes in its people and is people centered.
- Our leaders are role models for our values and they are accountable.
- We encourage and recognise outstanding performance.

Openness

- We foster greater confidence and cooperation through open communication.
- Our performance is open and transparent.
- We welcome and use feedback as a tool to do better.
- We encourage those around us to speak up and voice their ideas as well as their concerns by making it clear that speaking up is worthwhile and valued.
- We communicate clearly and with integrity.

Respect

- We never lose sight of our member's fundamental right to be treated with dignity, compassion and respect.
- We listen to our members.
- We welcome new ideas and ways of doing things to improve our Organisation.
- We treat our colleagues with dignity and respect, and care about those around us.
- Each of us is responsible for our culture and performance.
- We are committed to providing a safe environment for youth members participating in our Organisation, their parents or guardians and visitors. This safe environment must be in accordance with our policy of zero tolerance towards bullying, neglect, emotional, physical or sexual abuse of any kind - no-one, no matter how senior, is exempt.

Empowerment

- We encourage and support local decision making and innovation.
- We accept that with local decision making, comes responsibility and accountability.
- While we seek direction from our Officers, we believe that everyone is empowered to make a difference in the League.

9.4 THE CODE OF CONDUCT

Members must adhere to the standards set out below. The standards in this Code also apply to all Australian Air League Inc. activities and comments made on social media by Members and persons whose status as a Member is implied or could be inferred.

The Australian Air League Inc. expects every member to be treated with courtesy and consideration by members of the Council of the Australian Air League Inc. and subsidiary Councils, in making every effort to service the needs and interests of members.

9.4.1 Promote a positive environment

An Australian Air League Member must:

- 9.4.1.1 Treat all of our Members and members of the public with courtesy and respect and with due sensitivity to the needs of people with different backgrounds and cultures. The Australian Air League Inc. expects mutual respect to be displayed at all times by members
- 9.4.1.2 Treat all our Members (irrespective of whether they are at the same level of seniority, or more senior or junior) in a way that promotes harmonious and productive working relationships, and a collaborative teamwork approach
- 9.4.1.3 An AAL member must not treat a person or group of people less favourably than another person or group of people because of their background or certain personal characteristics
- 9.4.1.4 Not encourage or support any member in harassing or bullying, or in acting in a way that is contrary to harmonious working relationships between members
- 9.4.1.5 Where appropriate, attempt to settle any complaints, disagreements or grievances involving other members themselves in the first instance; or pursue such matters through their superior Officer or a more senior Officer in a way which is proportionate to the issues raised and recognise that in any process to resolve such matters other members also have perspectives and rights. For more information, refer to the Member Grievance Resolution Policy.

In addition, an Australian Air League Adult Member must:

- 9.4.1.6 Demonstrate a high degree of responsibility especially when dealing with members under the age of 18 and take all reasonable steps to ensure compliance with the AAL's Child Safety Policy, Child Safety Code of Conduct and Procedure (at Section 1, Paragraph 11 of the AAL's Manual).
 - 9.4.1.6.1 At all times, treat cadets with dignity and respect and endeavour to actively promote every child's right to feel safe and cared for as well as the child's right to be listened to and have their contribution (or comments) seriously considered

- 9.4.1.7 Contribute to a safe environment for all Australian Air League activities

9.4.2 Demonstrate honesty and integrity

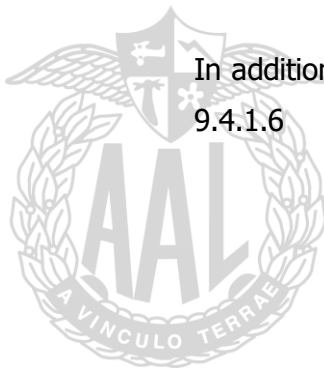
An Australian Air League Member must:

- 9.4.2.1 Avoid situations which may give rise to pecuniary or other conflicts of interest, and should any conflicts or possible perceptions of such conflicts arise declare them immediately to your Senior Officer.
- 9.4.2.2 Ensure that their actions and decisions are not influenced by self-interest or considerations of personal gain or other improper motives
- 9.4.2.3 Provide honest and accurate comments at all times
- 9.4.2.4 On leaving the Australian Air League Inc., member must not take documents in hard copy or electronic format, or equipment, which are the property of the Australian Air League Inc.

9.4.3 Acting professionally and ethically

What are ethics?

Ethics are closely tied to values and our personal values, and attitudes, can affect how we see various situations.



Values are our own beliefs by which we make decisions about right and wrong, should and shouldn't, good and bad. Our values are established in childhood and influenced strongly by our parents, religious leaders and other influential and powerful people. Because we all have different influences, we all develop slightly and sometimes radically different values. Thus, we don't see things the same way.

Attitudes are the way we express our values and response to a situation. That expression can take different forms, including verbal and non-verbal behaviour

Ethics are the standard by which behaviour's are evaluated for their morality – their rightness or wrongness. Put simply, ethics are the rules or standards governing conduct.

An Australian Air League Member must:

- 9.4.3.1 Not be under the influence of alcohol or drugs when participating in Australian Air League Inc. activities of any nature
- 9.4.3.2 Be in a fit and proper condition to carry out their Australian Air League Inc. duties and undertake their duties diligently and efficiently exercising skill and care
- 9.4.3.3 Comply with all lawful and reasonable directions given by their superiors who are authorised to give them in a fair and unbiased manner
- 9.4.3.4 Comply with all applicable Australian Air League Inc. policies and procedures.
- 9.4.3.5 Observe all laws, professional codes of conduct and ethics relating to their role with the Australian Air League Inc.
- 9.4.3.6 Avoid conduct that could bring the Australian Air League Inc. or any of its members into disrepute, including when using social media
- 9.4.3.7 Do not engage in behaviour that could be reasonably anticipated to cause offense or bring into disrepute the Australian Air League, a fellow member or members of the Council of the Australian Air League
- 9.4.3.8 Act in a way which protects and promotes the interests of the Australian Air League Inc.
- 9.4.3.9 Only provide official comment on matters related to the Australian Air League Inc. if authorised to do so
- 9.4.3.10 Not indicate or imply that their views are those of the Australian Air League Inc.
- 9.4.3.9 Carry out their duties in a politically neutral manner
- 9.4.3.12 Report criminal charges and convictions against them involving offences punishable by imprisonment for 12 months or more to their Group Executive Commissioner or to the Chief Commissioner within seven (7) days of the charge being laid or a conviction recorded
- 9.4.3.13 Report to their Group Executive Commissioner or to the Chief Commissioner, upon becoming aware of an allegation, charge or conviction involving an under 18-year-old against another member.
- 9.4.3.14 Report any conduct seen or heard which does not comply with the Code of Conduct (refer paragraph 9.2.4 of the Policy). Specifically, Adults members must ensure they comply with the reporting obligations found in the AAL's Child Safety Policy, Child Safety Code of Conduct and Procedure (see Section 1, Paragraph 11 of the AAL's Manual).
- 9.4.3.15 Report to a Senior Officer, as quickly as possible, any misconduct by others of which they become aware, such as corruption, fraud or maladministration.

