



---

# Ethics & Interest Policy

---

## 1. INTRODUCTION

Life Skills & Adventures 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 Directors, staff and volunteers.

This policy provides guidance for the Directors who govern Life Skills & Adventures as well as its employees.

## 2. POLICY

### Values

Life Skills & Adventures Directors and Staff will utilise LSA's values of Honesty, Caring, Respect and Responsibility as a guiding principles to our decision making, behaviour guidance, operations and relationships.

### Stakeholder Confidentiality

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

With respect to interactions with stakeholders all potential stakeholders, the Directors 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.

### Governance – Ethical and proper practice

Life Skills & Adventures is committed to ethical conduct in all areas of its responsibilities and authority.

### Directors:

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

Carry out their duties in a lawful manner and ensure that LSA carries out its business in accordance with the law and the terms of its Statement of Rules and Purposes, funding agreements and contractual requirements.

Avoid conflicts of interest in as far as this is possible. Where such a conflict arises the Director/s concerned must act within the terms of the Company's Conflict of Interests clause (as stated below).

Do not disclose to any other person confidential information other than as agreed to by the company or as required under law.

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.

Interact with management and staff in a positive and constructive manner.

Abide by Director's decisions once reached.

Will not do anything that in any way denigrates Life Skills & Adventures or harms its public image.

Regularly review their own performance with a view to ensuring a suitable contribution to company deliberations and decision-making and, if found lacking, should either pursue training or assistance to improve their performance.

Discuss with the Chair of a perceived ethical issue.

Ensure that the independent views of each Director are given due consideration and weight.

Ensure that the Members of LSA, as outlined in the constitution, are provided an accurate and balanced view of the LSA's performance including both financial and service provision.

Regularly review its own performance as the basis for its own development and quality assurance.

Conduct meetings in such a manner as to ensure fair and full participation of all Directors.

Ensure that Life Skills & Adventure's assets are protected via a suitable risk management strategy.

### **Conflict of Interest**

Each Director or staff member has a duty to place the interest of the organisation foremost in any dealings with the organisation.

Directors 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.

If any Director, 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.

Business between Directors or staff (or their employees or company) and the organisation may be deemed acceptable by the Director(s) once they have been declared.

Any Director 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

### **Research**

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

## 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.

## SCOPE

The scope of this policy applies to all activities and approved Camp Programs undertaken by Life Skills & Adventures.

## ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Directors	Directors to ensure that the Ethics and Interest Policy is resourced appropriately with systems in place to comply with policy requirements. Directors are responsible for reviewing, monitoring and compliance of the Policy.
Operations	Camp Leaders and staff are trained and implement the policy at all camp programs.

## MONITORING, EVALUATION AND REVIEW

Ethics & Interest Policy will be monitored and reviewed on every three years or as initiated by the Director(s).