

VINIVIDA FOUNDATION

Code of Conduct

Please read and initial the bottom of each page

1. Purpose

- 1.1 The purpose of the Code of Conduct is to establish the expectations for all members, office bearers and other persons involved with the Vinivida Foundation (“Vinivida”) including volunteers.
- 1.2 Party members include all members of the Vinivida, including Members of the Council of Management (CoM).
- 1.3 Vinivida undertakes to inform all members and volunteers about this Code of Conduct so as to ensure that all people are treated fairly and with respect.
- 1.4 Vinivida acknowledges the importance of upholding this Code of Conduct by all parties to ensure a high standard of conduct at all times.

2. Standards of Integrity and Conduct

- 2.1 Vinivida acknowledges the values of honesty and integrity to be at the core of its policies.
- 2.2 Members and volunteers of Vinivida shall uphold the principles of honesty and integrity when purporting to conduct business on behalf of Vinivida or represent Vinivida to ensure compliance with standards, policies, rules and laws, including in particular:

2.3 Fairness

- 2.3.1 Ensure we treat everyone with equality, fairness, respect, courtesy regardless of race, ethnicity, religion, social status, sexual orientation and political views.
- 2.3.2 Be professional and responsive at all times.
- 2.3.3 Work collectively to make Vinivida accessible to all sections of the community so as to enable wider participation of the community and voters, in Vinivida’s activities for the effective realization of its vision.

2.4 Responsibility

- 2.4.1 Ensure organizational resources are used for authorized and intended purposes at all times.
- 2.4.2 Treat all information relating to Vinivida with care and use it only for proper purposes.
- 2.4.3 Work collectively to improve the effectiveness and efficiency of Vinivida.

2.5 Trustworthiness

- 2.5.1 Be honest in all communications, actions and decisions relating to Vinivida.
- 2.5.2 Be accountable for decisions made.
- 2.5.3 Ensure our actions are not affected by our personal interest and relationships.
- 2.5.4 Disclose all conflicts of interest.
- 2.5.5 Never misuse our position for personal gain or advancement.
- 2.5.6 Decline gifts or benefits that place us under any

obligation or perceived influence

- 2.5.7 Avoid any activities which may bring Vinivida to disrepute.

3. Misconduct and Serious Misconduct

- 3.1 Misconduct includes situations where someone:
 - 3.1.1 Is negligent or careless or fails in the duty of competence in the performance of duties
 - 3.1.2 Is abusive or uses obscene or threatening language to another person or fails to abide by internal Vinivida policies for member conduct
 - 3.1.3 Sexually harasses another person or causes sexual harm (see the definitions in the Policy for Sexual Harm Prevention and Response)
 - 3.1.4 Behaves in a disruptive manner
 - 3.1.5 Commits an act or omission which is likely to bring the Vinivida into disrepute.
This list is not exhaustive.

- 3.2 Serious misconduct includes but not limited to situations where a person:

- 3.2.1 Is physically or verbally violent against any person
- 3.2.2 Behaves in a manner that constitutes discrimination or harassment towards a group of persons on the basis of race, ethnicity, gender, gender identity, sexuality, age or disability
- 3.2.3 Attends a Vinivida gathering or event or when purporting to conduct business on behalf of the Vinivida or representing the Vinivida is under the influence of drugs or alcohol and consequently is prevented from the proper and/or safe performance of duties
- 3.2.4 Falsifies documents
- 3.2.5 Has unauthorised possession of or misuses the property of the Vinivida
- 3.2.6 Deliberately fails to declare to the Vinivida a conflict of interest which may affect their performance or judgement as an office holder
- 3.2.7 Behaves in a manner which brings the Vinivida into disrepute
- 3.2.8 Misuses confidential information
- 3.2.9 Blatantly disregards health and safety policies and procedures
This list is not exhaustive

4. Bullying

- 4.1 Vinivida takes a strong stance against bullying of any person by any member of Vinivida against another member.
- 4.2 Bullying can be misconduct or serious misconduct and includes, but is not restricted to:
 - 4.2.1 threats, intimidation, stand-over tactics and coercion;
 - 4.2.2 verbally abusive or degrading language or gestures;
 - 4.2.3 shouting, yelling or screaming;
 - 4.2.4 constant humiliation, ridicule and belittling remarks; and
 - 4.2.5 unjustified threats of disciplinary procedures.

5. Response

5.1 Vinivida takes seriously allegations about any potential misconduct. Complaints and reports can be made in various forms including through an online form, in person, by phone or email.

5.2 Complaints or relevant information of potential misconduct are recorded so they can be followed up, support provided if necessary, and any appropriate action taken.

5.2.1 Complaints that allege a criminal offence should be reported to the relevant authorities with consent of the complainant.

5.3 Information of potential misconduct should outline:

5.3.1 the identity of the person(s) alleged to have breached the Code of Conduct;

5.3.2 what happened and relevant details including the time(s), date(s), place(s), what was said and done;

5.3.3 how other persons responded and what impact the alleged behaviour had on them; and

5.3.4 whether anyone else witnessed the alleged behaviour.

5.4 Alleged misconduct will be investigated by the Party and a fair process used to determine an outcome within 90 calendar days. This includes:

5.4.1 principles of natural justice;

5.4.2 transparency and fairness of the procedure;

5.4.3 taking a complaint seriously and acting on it quickly;

5.4.4 maintaining confidentiality;

5.4.5 informing the person alleged to have engaged in misconduct of the allegations against them (the “respondent”);

5.4.6 giving the respondent the opportunity to respond to the allegations;

5.4.7 keeping both parties informed about the progress of an investigation;

5.4.8 considering all the evidence carefully before deciding whether there is substance to the complaint;

5.4.9 providing both parties with a copy of the decision and the reasons for the decision; and

5.4.10 ensuring any disciplinary action is proportionate to the level of misconduct and in line with sanctions applied in previous cases.

Pledge to be made by the members and office bearers of Vinivida Foundation

I _____ do solemnly declare and pledge to perform the duties of Vinivida Foundation honestly, faithfully and conscientiously and to the best of my ability in accordance with the Vinivida Constitution and the Code of Conduct.

Name: _____

Signature: _____

Date: _____

Witness *(Any person above 18 years old can signed as a witness)*

Name: _____

Signature: _____