

Applies to

- ABA volunteers, employees and trainees

Scope

- The Code of Conduct applies to all activities, interactions and communications involved in representing or undertaking the work of the Association.
- The Code of Conduct is to be applied in addition to the Code of Ethics.
- Failure to comply with the Code of Conduct may lead to removal from office.

Objectives

- To outline expected standards of behaviour and provide guidance on proper conduct.

Principles

- The Australian Breastfeeding Association values all people irrespective of class, race, religion, gender, sexuality, health status, disability or economic background.

Policy statement

Volunteers, employees and trainees of the Australian Breastfeeding Association will:

- treat each other with respect and dignity, behave with honesty and integrity and act professionally at all times, to learn and lead by example;
- embrace diversity, and adopt non-discriminatory and equitable practices;
- uphold ABA values and the integrity and good reputation of the Association, abide by the Code of Ethics and comply with ABA policies and guidelines;
- comply with Australian laws, and with any lawful and reasonable direction given by a volunteer or employee with the appropriate authority;
- use ABA resources in a proper manner, disclose or reasonably avoid any conflict of interest, and will not provide false or misleading information or make improper use of inside information;
- not make improper use of status, power, authority or duties in order to gain, or seek to gain, a benefit or advantage for themselves or any other person;
- value, acknowledge and remember the sizeable contribution of the ABA workforce, and approach problems openly and jointly, to solve them as a harmonious team;
- assist and support other team members to reach their individual and team goals, and contribute to a motivating environment;

- take full responsibility for their actions and strive to understand rather than blame. Offer praise in public, and negative feedback only in private. Volunteers, employees and trainees must accept that mistakes are normal and provide opportunities to reflect and improve (*private means one on one: in-person, phone or electronic*);
- behave with integrity and act professional at all times on digital platforms such as social media, email and live chat, and treat others with respect and dignity.

Approved by

ABA Board

Revision history

Revision	Date	Description of modifications
V1		ABA and MD Head Office Code of Conduct
V2	November 2013	Updated to whole of Association policy, approved Board Meeting 159
V3	22 June 2018	Revision, approved Board Meeting 190