



THE PINNACLE FOUNDATION | CODE OF CONDUCT

MESSAGE FROM THE CHAIR

The Pinnacle Foundation lights the spark, providing educational and vocational support to young adults across Australia where their gender identity, sexual orientation or sexual characteristics have prevented or hindered achievement of their career aspirations or personal development.

This Code of Conduct sets out the way in which we will go about realising our vision of empowering young LGBTIQ+ Australians to achieve their full potential, transforming Australian society for the better.

Central to our vision is our commitment to embrace the Foundation's values:

- Thirst for learning – creating opportunities, new horizons and joy through learning
- Sense of belonging – supporting each other, being part of a community, showing gratitude and having fun
- Will to transform – changing lives by having a go, challenging boundaries, being courageous and celebrating achievements.

When we act respectfully, ethically and with integrity, we will continue to enjoy the confidence and trust of our stakeholders.

This Code of Conduct is our blueprint for the way we do our important work. It details what we stand for, how we interact with each other, how we engage with our stakeholders, and what they can expect from us. It provides guidance for everyone connected with the Foundation about the Foundation's expectations of them day to day.

Please spend time reviewing the Code to understand your responsibilities.

Yours sincerely

Paul Zahra,
Chair, Pinnacle Foundation
May 2020

UNDERSTANDING AND USING THE CODE OF CONDUCT

This Code of Conduct aims to clearly state the way we behave and conduct ourselves in our important work with internal and external stakeholders. It applies at all times, regardless of whether we are in a formal or less formal context and regardless of whether the context pertains solely or partially to the Foundation. The Code guides us, and is supported by more detailed policies, procedures, specific undertakings and guidelines developed by the Foundation's management which may be referred to in the Code.

The Code cannot describe or anticipate every situation, so it is important to ask for further support and information if you are unsure of something, as well as applying your own common sense.

The Code of Conduct applies to all volunteers, employees, contractors, consultants, officers, directors and third parties who work for or with the Foundation. The Foundation's suppliers and donors are encouraged to observe the practices, guidelines and protocols of the Code of Conduct.

The Foundation's management will strive to ensure that the Code of Conduct is observed in both word and spirit by all who represent it by ensuring all the above persons are familiar with its contents.

Protection of the Foundation's Interests

We must always conduct ourselves with honesty and integrity beyond the test of legal legitimacy. We must avoid actions that compromise the Foundation's legitimate interests or objectives.

Breaches of Conduct and Whistleblower Policy

It is everyone's responsibility to report to their manager/leader any potential breach of the Code of Conduct or any matter of serious concern. On receiving a report, your manager/leader will assess the information you have given them and determine whether it is necessary to escalate the matter to the CEO for investigation and resolution (e.g. serious issues which should be dealt with under the Whistleblower Policy) or whether the matter can be addressed with informal action (e.g. a change to process). To the best of our ability anyone reporting incidents of misconduct will be granted the full protection of the Foundation's Board.

If you feel unable to discuss a potential breach with your relevant member of the Management Committee, or are unhappy with their response, then it should be raised with the Chief Executive Officer (CEO) under the Foundation's Whistleblower Policy. If you feel unable to discuss the issue with the CEO, or if the potential breach pertains to the CEO, then it should be raised with the Foundation's Chair or Company Secretary. The Whistleblower Policy is available on the Foundation's website and can be requested from the Company Secretary.

OUR PEOPLE

Safety

The safety of everyone connected with the Foundation is paramount. We must all take responsibility for preventing work related injuries and illnesses including those which may relate to the home environment or at formal or informal Foundation events from where Foundation work is conducted.

We will prioritise safety by providing the right equipment for people to work safely, and where necessary provide access to training or professional advice. We will comply with all relevant legislation.

Drug and Alcohol Use

We do not condone the use of substances that may impair our ability to function effectively in work environments, whether formal or informal, and that may put at risk our health and safety, and the health and safety of those around us.

Diversity and Inclusion

We will all hold ourselves accountable for developing diverse and inclusive teams. We benefit from bringing together talented people who possess a diverse range of experiences and perspectives to create an environment to support the Foundation's ongoing success.

We understand diversity can take many forms, including: gender, gender identity, sexual orientation, sexual characteristics, age, race, physical qualities, disability, education level, life experience, work experience, socio-economic background, personality, marital status, carer responsibilities, religious beliefs, geographic location and income level.

Professional Behaviour

We will treat one another with dignity, respect and consideration at all times. We will not accept unprofessional behaviour.

We will develop open and honest partnerships that are mutually beneficial. We will adhere to all laws and regulations, conducting ourselves with honesty and integrity beyond the test of legal legitimacy.

Bullying

We will not tolerate behaviour that may be perceived as bullying or a form of intimidation. Bullying is repeated verbal, physical, social or psychological abuse by a person or group of people at work.

Harassment

We will not tolerate sexual or workplace harassment. Harassment is an action, conduct or behaviour that is viewed as unwelcome, humiliating, intimidating or offensive by the recipient.

Personal Information and Privacy

The Foundation may collect personal information about scholars, mentors, volunteers, donors, employees, directors and suppliers for legitimate purposes. We will use the data correctly and appropriately, always respecting the privacy of those that have had their information collected. We will always observe relevant laws and regulations pertaining to the protection of this personal data.

Where we have authorised access to personal information, access is granted for a specific purpose only and does not permit use of the data for any other purpose without the express approval of the CEO or Chair.

Board Duties

The Board has adopted a Board Charter which outlines its responsibilities in overseeing the governance of the Foundation. Pursuant to the Australian Charities and Not-for-profits Commission (ACNC) Governance Standards, directors of the Foundation must:

- Act with reasonable care and diligence
- Act honestly and fairly in the best interests of the Foundation and for its charitable purposes
- Not misuse their position or information they gain as a responsible person
- Disclose conflicts of interest
- Ensure that the financial affairs of the Foundation are managed responsibly
- Not allow the Foundation to operate while it is insolvent.

COMMUNITY ENGAGEMENT

Political Commitments

- The Pinnacle Foundation is an independent not for profit organisation and must not be used to: Promote or oppose a political party or candidate for political office
- Make cash or in-kind contributions, directly or indirectly, to political parties or lobby groups,
- Contribute to political fundraising activities.

Although we are all free to express political opinions in our private capacities, in no way should we appear to represent our views as if they were the views of The Pinnacle Foundation.

Bribery and Corruption

We prohibit any activities involving bribery, corruption, facilitation payments, secret commissions and similar payments.

THIRD PARTY RELATIONSHIPS

Dealing with Third Parties

Third parties may at times indirectly represent the Foundation and consequentially impact our reputation through the dissemination of misleading or incorrect information. Care must therefore be taken in determining appropriate individuals or organisations when engaging third parties.

Third parties must be made aware of, and be required to comply with, this Code of Conduct when engaged in activities for the Foundation. Third parties must maintain the highest level of ethical behaviour and standards in all activities.

Maintaining Supplier Relationships

When dealing with suppliers, the Foundation will establish business dealings and agreements that are open, fair and satisfactory to both parties. Confidentiality will be maintained over proprietary information relevant to the Foundation and its suppliers.

We will respect the intellectual property of suppliers. We will consider the implications of copying or distributing their written or electronic resources.

Conflict of Interest

The Foundation's employees owe duties to the Foundation. Similarly, volunteers, contractors, consultants, officers, directors and third parties need to be conscious of their other affiliations.

If you wish to serve as a director or trustee of another organisation where a conflict of interest may arise you must advise and seek the approval of your relevant Management Committee member or Chair of the Board (in the case of the CEO and Board).

Employees who are members of professional organisations must be conscious of their obligations to the Foundation as well as to their obligations as members of those professional organisations.

Gifts and Hospitality

Anyone working on behalf of the Foundation must not seek, offer or accept any payments, gifts, benefits or entertainment beyond that which is considered as normal and legitimate business practice. Any payment, gift, benefit or entertainment which could be perceived as a reward or encouragement for preferential treatment will be considered improper.

The giving or receiving of a gift or entertainment with an estimated value greater than \$250 must be approved by the Chair.

USE OF FOUNDATION SYSTEMS AND RESOURCES

Electronic Access

Access to Pinnacle's email system, and any other systems or resources that the Foundation may provide, is provided for explicit Foundation purposes. Inappropriate use of these resources is strictly prohibited. Inappropriate uses include:

- Accessing or downloading of pornographic material
- Accessing or downloading defamatory, obscene or offensive materials
- Online gambling
- Violating, or attempting to violate any law.

The Foundation reserves the right to monitor or audit use of its management information systems, and access electronic communications or information stored on systems, devices or equipment for maintenance, to meet a legal or policy requirement.

Travel

Where travel is necessary and beneficial to the Foundation, the safety and security of staff undertaking the travel must as far as possible be assured. Travel paid for by the Foundation must be approved in advance by the CEO (CEO's travel by the Chair) and will only cover Economy Class travel and mid-range overnight accommodation.

Property

The Foundation's financial assets and physical property should only be used for the Foundation's benefit. We all share a responsibility to protect the Foundation's resources. We must not use those resources for personal gain; or alter, destroy or dispose of those resources without prior approval and authorisation; or remove or use those resources without prior approval and authorisation.

Intellectual Property

The Foundation's intellectual property is valuable. Protocols and processes may exist for its use and protection. These must be followed. You must not release the Foundation's intellectual property to those who are not legitimately entitled to that information.

External parties who may be granted legitimate access to the Foundation's intellectual property may be required to sign a confidentiality agreement.

Pursuant to your Volunteer Agreement / employment contract, you also agree to transfer intellectual property rights and interests (including copyright) in materials you create while working at the Foundation to the Foundation, so that they can be used for its ongoing activities and operation.

Brand and External Communication

Public statements must only be made by those who are authorised spokespersons. Those connected with the Foundation must not present personal views as those of the Foundation in any media, including social media.

All information that is sent out externally to the media, stakeholders and/or regulatory bodies must be approved by the CEO or Chair. Social media posts are to be approved by the Chief Marketing Officer or Digital Marketing Manager.

External parties are not permitted to use the Foundation's brand without prior approval.

For more detailed information please refer to the Foundation's [Communications Policy](#), and [Editorial and Social Media Policy](#).

Accuracy in Records and Reports

The accuracy, use, and handling of information are critical to the Foundation's integrity and its reputation. We must ensure information is recorded honestly and accurately. Records must be accurate and not give a false view of the state of the Foundation or its effectiveness in delivering its mandate.

All information must comply with the Foundation's internal processes as well as all relevant financial, legal and regulatory requirements.

Confidential Information

We value the importance of protecting confidential information. When working with confidential information, we will ensure any papers or files are stored properly and are not readily visible to or accessible by unauthorised persons. We must not use this confidential information for private purposes or purposes other than those authorised.