



Refugee Advocacy Service of South Australia

## **CODE OF ETHICS**

### **Policy Statement**

The Refugee Advocacy Service of South Australia Inc (RASSA) is committed to ensuring that all employees, volunteers and Management Committee members act ethically, responsibly and in the best interests of the organisation and its clients.

This Code of Ethics requires that all RASSA Management Committee members, staff and volunteers commit to:

### **Commitment to our clients and community**

- Understand our mission and objectives
- Act to further the overall aims of the organisation
- Respect the cultural backgrounds of members, clients and stakeholders

### **Personal Integrity and Professionalism**

- Treat all persons with honesty, courtesy and respect
- Respect and protect confidentiality
- Carry out our responsibilities to the best of our abilities
- Act competently and diligently in the service of our clients
- Disclose, and take reasonable steps to avoid, any conflict of interest and duties
- Maintain the highest standards of integrity, honesty and fairness in all our dealings
- Comply with any applicable Professional Conduct requirements, eg the Code of Conduct for Registered Migration Agents, and the Australian Solicitors' Conduct Rules
- Comply with the National Association of Community Legal Centre's Risk Management Guide
- Act within the law

### **Teamwork**

- Maintain a shared purpose
- Appreciate individual difference
- Give and receive constructive feedback
- Solve problems collaboratively
- Work within RASSA's policies and principles

### **Breach of the Code of Conduct**

- Any failure to comply with this Code of Conduct, or with any professional requirement, policy or procedure of the organisation, should be reported to the Management Committee.

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