



## CODE OF CONDUCT

---

### Introduction

RSLWA provides assistance and support for serving and ex-serving Australian Defence Force personnel and their dependents. Appropriate conduct by all RSLWA members is necessary to enable the ongoing delivery of our mission, within suitable environments throughout our Sub Branches and related environments.

### Code of Conduct

The Code of Conduct requires that all members of RSLWA must:

- behave honestly and with integrity;
- act with care and diligence;
- treat everyone with respect and courtesy, and without harassment, bullying or discrimination (see definitions below);
- comply with all applicable Federal and State laws; and
- at all times behave in a way that upholds the RSL's values, integrity and good reputation.

Additionally, those members or staff either elected or employed to carry out any role within the governance framework of RSLWA or its Sub Branches, are required to:

- maintain appropriate confidentiality about dealings associated with personal and corporate matters;
- disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their position;
- use RSL resources in a proper manner;
- not provide false or misleading information in response to a request for information that is made for official purposes in connection their duties; and
- not make improper use of inside information, or their duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for themselves or for any other person.

### Harassment

Harassment includes any unwelcome behaviour that offends, humiliates or intimidates a person. Generally, unlawful harassment occurs when someone is subjected to prohibited behaviour under anti-discrimination legislation. Harassment can involve physical conduct, verbal conduct or visual conduct (e.g. in the form of posters, email, or SMS messages).

### Sexual harassment

In Australia, sexual harassment is a legally recognised form of sex discrimination and includes any form of sexually related behaviour that is unwelcome and that offends, humiliates or intimidates a person in circumstances where a reasonable person would have anticipated that the person harassed would be offended, humiliated or



## CODE OF CONDUCT

---

intimidated. Unlawful sexual harassment can be a one-off incident or repeated/continuous. The Commonwealth Sex Discrimination Act 1984 makes sexual harassment unlawful in a wide range of areas that could apply to incorporated associations. The Australian Human Rights Commission has published Sexual Harassment: A Code of Practice to assist employers to understand their responsibilities under the Commonwealth Sex Discrimination Act 1984.

### **Racial harassment**

Racial harassment generally includes racially-based threats, taunts, abuse or insults that disadvantage another person in their workplace or other area covered by anti-discrimination laws. For example, racist jokes, racist graffiti and name-calling. In certain circumstances, aspects of racial harassment can constitute a criminal offence. Racial vilification. The Western Australian Criminal Code makes aspects of racial harassment, and incitement to racial hatred criminal offences punishable by substantial jail terms.

### **Disability harassment**

Under the Commonwealth Disability Discrimination Act 1992, disability harassment is unlawful in employment, education and provision of goods and services. In some circumstances, disability harassment may be unlawful disability discrimination.

### **Discrimination**

Discrimination occurs where a person is given less favourable treatment than someone else. There are a number of grounds under which it is unlawful to discriminate against a person.

Direct discrimination occurs when a person is treated less favourably than another person in the same or similar circumstances. For example, unlawful sex discrimination may arise if a person is refused a job interview because she is a woman.

Indirect discrimination occurs when there is a requirement that adversely impacts on a particular person with an attribute covered by anti-discrimination legislation (e.g. sex, race, marital status, etc). There may be no intention to discriminate, but the conduct or decision leads to a discriminatory effect if the conditions imposed are not reasonable.

### **Bullying**

Workplace bullying is repeated, unreasonable and unwelcome behaviour directed towards an employee or group of employees that creates a risk to health and safety.

Reasonable management action conducted in a reasonable manner does not constitute workplace bullying. Similarly, reasonable challenge and respectful robust discussion during exchange of ideas amongst colleagues does not constitute workplace bullying.