

# THE WIRELESS INSTITUTE OF AUSTRALIA

## CORPORATE ETHICS POLICY

### 1 INTRODUCTION

As part of the process leading to the reorganisation of The Wireless Institute of Australia from a federal body to a single national body, it was recognised that the Board of the single larger body would face new challenges, and it was suggested that the board consider adopting a policy to assist its directors and officers, its employees and consultants and its many volunteers.

The Board has adopted this ethics policy to provide guidelines that the Institute will follow in connection with its various activities. In doing so the Board has recognised that while fundamentally a voluntary organization, the Institute as a publisher and bookseller also engages in activities that are commercial in character, and so awareness of relevant legislation is essential.

The Policy expresses certain basic principles that each Board member and each officer and each of the employees and each of the many volunteers representing the Institute (collectively referred to in this Policy as the “Institute’s people”) should follow in all dealings related to the Institute. The Institute’s people should be loyal to the Institute, should show the highest integrity and courtesy in their dealings with members and others, including preserving the confidentiality of other peoples’ information and should conduct the Institute’s business in accordance with law and principles of good practice.

The Board recognises that the Institute’s reputation is an essential element of its success. The Institute’s people must always act in a way that preserves and enhances the Institute’s reputation.

While it is impossible to discuss every conceivable situation that might arise, the Institute believes that the examples contained in this Policy illustrate rules that should usually be followed to ensure that the actions of the Institute’s people are not and will not be challenged for being unethical.

#### **Scope**

This Policy is intended to apply to all Institute people with respect to all actions taken and work performed, whether paid or voluntary, for the Institute.

No Institute person should act contrary to the Policy, even if directed to do so.

The Board is vested with ultimate authority and responsibility to determine the applicability of this Policy to any particular facts that may arise and to determine the steps that should be taken to correct any situation it believes is not in the best interest of the Institute, including, if appropriate, termination of contractual arrangements.

The Board is responsible for the constant review of this policy.

## **2 POLICY**

All of the Institute's people must preserve and, if possible, take all reasonable action to enhance, the Institute's interests and reputation, with its own members, the regulatory authorities, governmental agencies and suppliers and the general public.

Each of the Institute's people should avoid actual or apparent conflicts of interest with the Institute, which includes taking personal advantage from representing the Institute.

If circumstances involving a possible conflict of interest arise, they should be disclosed to the President in advance of the occurrence of the conflict, so that the Institute may, at the Institute's discretion, take appropriate steps to prevent the conflict or otherwise resolve or waive the conflict.

### **Secrecy**

The representation of the Institute may bring the Institute's people into close contact with confidential information, including Board and management discussions and decisions on confidential matters, matters relating to members, their businesses, regulatory agencies and their current policy intents, and other knowledge or information not available to the public.

All of the Institute's people are required to keep secret all such confidential matters and information, and may not use or disclose such to anyone outside of the Institute through any means at any time.

This is particularly important in the context of on air-discussions, where even casual speculation by any of the Institute's people can damage the Institute.

### **Conflict of interest**

Each of the Institute's people has a responsibility to the Institute to be as free as possible from the influence of any interest which conflicts with that of the Institute when representing it in negotiations, or making recommendations with respect to policy or transactions with third parties, including contractors. This policy is to ensure that such decisions are made on the basis of unbiased and independent judgement and solely in the best interests of the Institute without favour or preference to third parties.

## **3 ETHICS, INTEGRITY AND COURTESY IN DEALINGS WITH MEMBERS AND OTHERS**

### **POLICY**

All the Institute's dealings must be conducted in accordance with the highest level of courtesy, ethics and good practice. This applies to dealings with governmental authorities, members, contractors and suppliers and the general public.

The Institute's policy is to cooperate in all reasonable ways with all governmental authorities and to comply with all applicable laws and regulations.

### **Dealing with confidential information of third parties**

The Institute's people may have knowledge of or access to confidential information belonging to other people, particularly the members of the Institute. To ensure that the Institute is not compromised, the Institute's people must be careful to ensure that they do not breach any confidences.

### **Relationship with members**

The members of the Institute are what the Institute is all about. Members must at all times be treated with courtesy and consideration by all of the Institute's people, including volunteers.

### **Relationships with suppliers**

The Institute chooses its suppliers of goods and services on the basis of price, quality and performance.

### **Requests from the press or government officials**

Normally, requests from the press or governmental authorities for information about the Institute will be handled by the persons designated by the Board to deal with such requests, and failing that person, by the President. In those instances where this is not possible, the President should be informed as soon as possible of the inquiries and any responses which were given.

## **4 GOOD PRACTICE AND COMPLIANCE WITH LAWS**

### **POLICY**

The Institute demands that its employees act with the utmost integrity and professionalism. Misrepresentation, dishonesty, deception, misleading and deceptive conduct and similar activities will not be tolerated.

### **Anti-competitive conduct**

The Institute will comply with all relevant provisions of the Trade Practices Act and Fair Trading Acts. Specifically, it will not become involved in any activity that involves an unfair trade practice or other anti-competitive activity.

This means that the Institute will not:

- enter into any arrangement designed to lessen competition; or
- attempt to fix the price of its products.

### **The environment**

The Institute will comply with the spirit and letter of its obligations to preserve and if possible improve the environment in which it operates.

## **Bribery**

The Institute forbids any exchange of funds or assets between its people and other persons, including officials of businesses and/or governmental agencies if the purpose of such exchange is to secure special concessions or consideration for that person or the Institute, or the other person such as, but not necessarily limited to, the following transactions:

- (a) payment of moneys, gifts, loans or other favours which tend to influence decisions or compromise independent judgement, for example, in respect of the results of any examination conducted by any of the Institutes people.
- (b) payment of rebates or kickbacks for obtaining information for the Institute.
- (c) payment of bribes to government officials in order to influence their judgement.

## **Foreign corrupt payments**

The Commonwealth Criminal Code Amendment (Bribery of Foreign Public Officials) Act 1999 prohibits payments to foreign public officials in the circumstances set out in the legislation and accordingly the Institute forbids all Institute people from making corrupt payments to foreign officials for the purpose of influencing the official to assist the Institute or amateur radio to obtain or retain privileges.

## **Other Federal, State and local laws**

The Institute's policy is to comply with all laws and regulations applicable to the Institute. In view of the complexity of the laws and government regulations there may be instances in which the Institute inadvertently violates applicable laws and regulations. If violations are discovered, they should be reported by the Institute people who discover the violation to the President or another director and corrected as promptly as practicable.

## **Equal employment opportunity**

The policy underlying the Institute's personnel practices is to extend equal opportunities to all qualified applicants for paid or unpaid positions without regard to race, creed, colour, sex, age or national origin, and to recruit, develop and retain individuals according to job related standards of education, training, experience, and personal qualifications.

## **Drug Abuse Policy**

The Institute believes that drug and alcohol use is highly detrimental to the safety and productivity of volunteers and employees. The Institute must remain drug-free.

### **E-Mail Etiquette**

The informal nature of e-mail can create liability for the Institute because of the very nature of how e-mail is written and how it may be interpreted. Care should be taken that e-mails written on behalf of the Institute cannot cause offence to anybody, and cannot be misunderstood.

### **Other Policies**

The Board will develop other detailed policies dealing with employment, discrimination, harassment, privacy and the use of Institute facilities for e-mail.