

**Document Title: Code of Ethics**

**Purpose** Monkami Code of Ethics is a statement of the ethical principles, values and behaviours expected of all employees and volunteers.

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**Scope** This policy applies to all employees, volunteers and contractors engaged with Monkami services.

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**Policy Statement** The Code of Ethics and Code of Conduct form part of Monkami contract of employment with its staff whether full-time, part-time or casual appointees, and to members of Monkami. The Codes also apply to honorary and adjunct staff.

Visiting staff, and others acting in a voluntary capacity while participating in the life of Monkami community, are also expected to act in a manner consistent with the ethical and conduct obligations detailed in these Codes.

Monkami fosters the values of openness, honesty, integrity, tolerance, fairness and responsibility in social and moral matters.

The Code of Ethics is intended to assist staff to identify and resolve ethical issues that might arise during their employment. It is designed to guide employees and volunteers in their dealings with colleagues at Monkami. The Code of Ethics puts forward a set of general principles rather than detailed prescriptions. It stands beside, but does not exclude or replace, the rights and obligations of staff under common law or legislation. The Code of Conduct then provides more specific information about Monkami policies and expectations based on these principles.

Monkami is an organisation comprising diverse groups that have different relationships to one another. These may be relations of power and/or status. It is essential in such an organisation that all members recognise and respect not only their own rights and responsibilities, but also the rights and responsibilities of other members of the Monkami community.

The Code of Ethics is based on three universal ethical principles. These are:

- Equity and justice
- Respect for People
- Personal and Professional Responsibility

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**Equity and Justice**

People are to be treated fairly – not discriminated against, abused or exploited. Justice is concerned with power sharing and preventing the abuse of power. In a just community all members can access opportunities that allow for their full participation in that community.

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**Respect for People**

People should be treated as individuals with rights to be honoured and defended. Respect empowers others to claim their rights and to achieve their potential. Respect for the rights of other people is the basis on which individuals become members of a community and accept their social responsibilities to behave with integrity.

Membership of a community means that individuals not only have rights but also duties and responsibilities to others to act openly and honestly. Demonstrating respect for persons requires, for example, dealing with disagreements by reasoned argument rather than by using language (words, style and tone) that have the effect of inappropriately attacking or demeaning the listener.

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**Gossip**

Gossiping is known and is deemed as 'idle talk or rumor' about the personal, private or professional affairs of others. In the context of Monkami and whilst in the employ of Monkami gossiping could be viewed as spreading "salacious" rumours.

Spreading gossip or false, malicious rumours about a person may constitute workplace bullying and has the potential to damage individual reputations. Monkami adopts a zero tolerance policy to workplace bullying.

Employees who gossip or continue to gossip may find the chances for promotion, higher duty responsibilities and alternative roles reduced based on review factors like teamwork, integrity and productivity, which are negatively affected by gossip.

Monkami employees are reminded that speculation often turns into misinformation and this could be deemed as spreading malicious gossip and rumours. Engaging in such behaviour that creates discord and threatens harmony is unacceptable in the workplace environment.

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**Personal and Professional Responsibility**

The principle of taking personal and professional responsibility requires not only that people avoid doing harm to others but also that they exhibit courteous behaviour, upholding the standards expected of all members of Monkami community as part of achieving a common good. In so doing they are expected to protect the rights of others and respect the diversity of cultures and peoples. Those well positioned to assert their rights have a reciprocal duty to exercise care towards those who depend on them for their wellbeing. This principle involves stewardship of assets, resources and the environment. When a conflict arises between staff member's self-interests and duty to Monkami, the issue should be disclosed to an appropriate line manager of Monkami. Wherever feasible the staff member should not play a role in decision-making that might be associated with that issue.

The Code of Ethics underpins the Monkami Code of Conduct that outlines the actions or procedures applicable to employees and volunteers. Employees found to be in violation of the Monkami Code of Ethics may be subject to disciplinary processes.

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**Related controlled documents**

Monkami Employee Code of Conduct  
Privacy and Confidentiality Policy  
Universal Code of Ethics

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**Related legislation**

Privacy Act

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