



# CODE OF CONDUCT

## For PSC Volunteers and Employees

### Introduction

Volunteers and Employees of Psychology for a Safe Climate (PSC) take responsibility for contributing in constructive and positive ways to PSC's work, mission and impact, while also safeguarding PSC's reputation.

A high standard of professional and ethical conduct is expected of PSC Volunteers and Employees.

This Code of Conduct sets out the expectations for the conduct of Volunteers and Employees to function effectively as part of the PSC community. The Code applies to all aspects of the roles undertaken by PSC Volunteers and Employees when working on behalf of, and representing PSC, or when working in their own practices and businesses to provide support to people around climate distress.

### Values of PSC

In all PSC activities and relationships, PSC Volunteers and Employees model and promote PSC's values.



## **Application of the Code**

This Code of Conduct applies to all PSC Volunteers and Employees.

For Volunteers, it is a condition of PSC membership that they follow the requirements of this Code. Failure to do so may result in cancellation of PSC membership.

For employees, it is a condition of employment they follow the requirements of this Code. Failure to do so is a disciplinary matter that may impact on their employment with PSC.

## **Conduct of Volunteers and Employees**

Volunteers and Employees will:

- act ethically and with integrity;
- act in accordance with PSC's Purposes as set out in the Model Rules, PSC's policies and procedures, and any relevant legislative requirements;
- interact with PSC Members, members of the public, stakeholders of PSC, PSC Volunteers and PSC Employees with respect, courtesy, honesty and fairness, and have due regard for their interests, rights, diverse viewpoints, safety and welfare;
- not harass, bully or discriminate against PSC Members, members of the public, stakeholders of PSC, PSC Volunteers and Employees; and
- contribute to a harmonious, safe and productive organisational working environment within PSC and at external meetings and events.

## **Professional responsibilities**

Volunteers and Employees who come from health or mental health professions are expected to adhere to the Codes of Ethics set by the professional bodies with which they are registered or to which they belong. They comply with the complaints handling procedures of those bodies in the event that a complaint is made about their professional conduct.

For Volunteers and Employees who are not registered with a professional body, the National Code of Conduct for Healthcare Workers in force in their state or territory may apply if the service they provide is a health service. For details, see the National Code of Conduct for Healthcare Workers in force in your state or territory. Complaints under the National Code are dealt with by the relevant Health Complaints Entity.

The National Code states that healthcare workers follow high ethical standards including:

- not providing health care of a type that is outside their experience or training, or provide services that they are not qualified to provide
- not misrepresenting their services or their qualifications, training or professional affiliations
- not practising under the influence of alcohol or unlawful substances
- not financially exploiting clients
- not engaging in sexual misconduct
- taking appropriate and timely action to minimise harm to clients when an adverse event occurs including ensuring first aid is available to deal with any adverse event

## **Conflicts of Interest**

Volunteers and Employees often have other professional interests and roles outside of their involvement in PSC. They may undertake activities in their own capacity which align with the goals of PSC and are synchronous with the values and objectives of PSC.

Where a Volunteer or Employee does similar work to their PSC role in their own business or practice, these are considered to be dual roles which can lead to real or perceived conflicts of interest.

All PSC Volunteers and Employees will:

- ensure their personal, professional or financial interests do not conflict with their ability to perform any PSC roles they undertake in a professional and objective manner;
- ensure their selection to undertake PSC roles, or to represent PSC, does not conflict with their personal, professional or financial interests;
- ensure they are clear about the capacity in which they are providing a service, whether it is representing PSC or as part of their own business or practice; and
- professionally manage and declare any conflict between their PSC role and their other professional roles (see the Dual Role Declaration Process below).

Volunteers and Employees will not misrepresent the capacity in which they are providing a service. This means they will not imply they are representing the PSC if they are not officially representing PSC. When providing a service in their own capacity, the only reference to PSC that is appropriate is a reference to their PSC role in their biography used to promote the service.

Where a Volunteer or Employee is providing a service representing PSC, either because they wish to make a voluntary contribution, or because it is part of their paid role or PSC has engaged them to provide the service on a consultancy basis, the Volunteer or Employee must not promote their own business or service, as this could be perceived as a conflict of interest.

### **Dual Role Declaration Process**

Volunteers and Employees are aware of situations where they have dual roles and the real or perceived conflicts of interest that may arise as a result. They carefully consider their responsibilities where they have a dual role, which includes declaring to PSC when they are in a dual role situation.

Where a Volunteer or Employee is providing services in their own capacity and not representing PSC, and this could give rise to a real or perceived conflict of interest, they are required to declare their dual role.

1. Conflict of Interest Declarations are to be made via email to the Acting Executive Director of PSC or to the Acting Deputy Executive Director if the conflict involves the Acting Executive Director.
2. If concerns about particular services or events could impact on the PSC's activities or reputation, the Convenor will discuss these with the person concerned to address any concerns.

### **Fees for Consulting services**

Volunteers often choose to contribute their expertise to PSC on a voluntary basis. This may include facilitating or developing workshops, writing publications or giving presentations on behalf of PSC. When providing these services as a Volunteer, PSC's Volunteer Policy and Procedures will apply.

Where a PSC Volunteer is invited to provide services on behalf of PSC as a paid Consultant, this arrangement will be confirmed in writing.

Consultants are independent contractors, not PSC employees. Consultants will be paid at a rate advised by PSC and are required to provide an invoice for the services provided (including GST if applicable).

### **Use of PSC resources**

PSC Volunteers and Employees will:

- not use PSC work time or resources for personal activities or for personal gain, including financial or other types of personal gain;
- be accountable for expenditure incurred on behalf of PSC in their PSC roles by getting pre-approval for the expenditure;
- use PSC funds and resources diligently and efficiently, including using PSC equipment appropriately and ensuring claims for travel or other expenses incurred when representing PSC are reasonable;
- ensure that any travel for PSC is only undertaken when web conferencing is not adequate for the purpose of the meeting; and
- respecting PSC's ownership of intellectual property and only using PSC's intellectual property when approved to do so.

### **Intellectual property**

PSC's intellectual property includes materials for PSC's workshops, professional development events, talks and written resources.

Volunteers and Employees respect PSC's ownership of intellectual property and only use PSC's intellectual property when approved to do so.

Where a Volunteer or Employee is provided with copies of PSC's intellectual property in order to undertake work on behalf of PSC, they will only use those resources for PSC purposes and not for providing services in their own capacity for other professional roles.

PSC wishes to make its intellectual property freely available to Volunteers or Employees who complete PSC's Facilitator Professional Development. Volunteers or Employees who are approved as Facilitators will be able to use PSC's intellectual property to deliver PSC's suite of Climate Distress workshops, either for PSC or in their own business or practice.

Volunteers or Employees who use PSC's intellectual property will acknowledge PSC for providing the workshop resources.

### **Circulation**

The Secretary of the PSC Advisory Board and Working Group Convenors are responsible for making the Code of Conduct available to new members of the Advisory Board or new Working Group members.

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