



Code of Conduct and Values

PURPOSE

This code of conduct and values is Women and Firefighting Australasia Inc's (Wafa's) guide to appropriate conduct for Wafa members, volunteers, Board members and office bearers.

OUR VISION

Promoting equity across our sector to empower all women to embrace their strengths.

OUR MISSION

In collaboration with individuals, communities and emergency services, we build confidence and empower women to achieve their full potential and be supported, as women, in their roles within our sector.

OBJECTIVES

The objectives of Wafa are:

1. To facilitate and support women in taking an active role in defining and shaping the role of women in the firefighting and emergency services industries by promoting the expectations of and contribution by women to the sector.
2. To provide a vehicle for women, in conjunction with their colleagues in the industry, to:
 - foster and promote increased understanding and awareness of the contribution and capabilities that women bring to the firefighting and emergency management sector
 - create opportunities for frank exchange and discussion of the challenges, issues and opportunities for women in the sector
 - facilitate change through solutions and actions cooperatively developed with our colleagues in the sector, and
 - generate opportunities for the development of knowledge and practical experience in roles of leadership and management.

OUR VALUES

We are respectful.

We are open and honest.

We are inclusive.

We are welcoming.

We do what we say, and we hold ourselves accountable.

OUR CODE OF ETHICS

We are committed to:

- Treating everyone with dignity, courtesy and respect.
- Treating each other with respect, fairness and good faith.
- Providing a safe and healthy environment when we meet in person or online.
- Acting honestly, openly and truthfully.
- Acting responsibly towards the fire and emergency services sector and the communities we serve.
- Being a good corporate citizen and complying with both the spirit and the letter of the law.
- Being responsible, transparent and accountable for our actions.
- Avoiding conflicts of interest where possible and appropriately handling actual or apparent conflicts of interest when they arise.

OUR CONDUCT

MEMBERS AND VOLUNTEERS

WAFAs Members and Volunteers must:

- Observe the provisions of WAFAs Constitution and policies.
- Treat other WAFAs members with respect.
- Use any financial or other WAFAs resources entrusted to them responsibly, economically and accountably.
- Not bring WAFAs or its mission into disrepute.

BOARD MEMBERS AND OFFICE BEARERS

WAFAs Board Members must:

- Observe the provisions of WAFAs Constitution and policies.
- Exercise due care, diligence and skill.
- Treat other members of the Board, WAFAs members, office bearers and people they deal with in the course of their duties with respect.
- Make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures.
- Act in a financially responsible manner and understand financial reports, audit reports and other financial material that comes before the Board.
- Use any financial or other WAFAs resources entrusted to them responsibly, economically and accountably.
- Contribute actively to all aspects of the Board's role according to their duty statement.
- As far as possible, attend a minimum of 75% of Board meetings and, if they cannot attend any meeting of the Board, notify the Secretary of their absence in advance of the meeting.
- In conducting WAFAs business, place the interests of WAFAs over their own interests or those of any other person or organisation.
- Not make improper use of their position to gain advantage for themselves or anyone else.
- Not bring WAFAs or its mission into disrepute.

BREACHES OF THIS CODE

Breaches of this Code will be dealt with by the Board.

The Board may revoke the membership of any WAFA member who breaches this Code.

FEEDBACK

Feedback, compliments, complaints or issues about this Code or the conduct of WAFA members should be sent to info@wafa.asn.au.

The Secretary is responsible for ensuring that all feedback, compliments, complaints or issues are drawn to the attention of the Board and acted upon promptly.

AUTHORISATION

Board Minutes – 1 July 2019

Women and Firefighting Australasia Inc.

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Drafted by	Anne Pickles	Approved by Board on	1 July 2019
Responsible person	Board Secretary	Scheduled review date	1 July 2022