

Code of Conduct Policy

Organisation: DISA Ltd

Policy Owner: DISA General Manager

Approved By: DISA Board of Directors

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1. Purpose

DISA Ltd is committed to maintaining a professional, inclusive, respectful and ethical environment for all members, volunteers, staff, representatives, partners and other individuals who engage with the organisation.

This Code of Conduct sets out the standards of behaviour expected of members and other individuals acting on behalf of, or participating in activities organised by, DISA Ltd.

The purpose of this Code is to:

- promote professional and ethical behaviour;
- protect the reputation, integrity and values of the organisation;
- ensure that individuals are treated with dignity, courtesy and respect;
- provide clear expectations about appropriate conduct;
- prevent and address inappropriate, discriminatory, abusive or unethical behaviour; and
- provide a fair and transparent basis for dealing with concerns about conduct.

Membership of DISA Ltd carries with it an expectation that individuals will uphold the standards set out in this Code.

2. Scope

This Code applies to:

- all members of DISA Ltd, regardless of membership grade or status;
- directors, or committee members;
- volunteers and individuals holding official positions within the organisation;
- speakers, delegates and participants at organisation events where applicable;
- individuals representing the organisation in an official capacity; and
- other individuals where the organisation has expressly stated that this Code applies to them.

The Code applies to conduct undertaken:

- at meetings, conferences, events, training sessions and other activities organised or supported by DISA Ltd;

- in interactions with other members, staff, volunteers, stakeholders and members of the public;
- when representing or acting on behalf of DISA Ltd;
- in relevant professional or organisational communications, including email and online platforms; and
- on social media or other public platforms where an individual's conduct is reasonably connected to their membership, professional role or representation of DISA Ltd.

The organisation recognises that members have private lives and does not seek to regulate lawful personal conduct that has no reasonable connection to the organisation or the member's professional activities.

3. Our Standards

Members and others within the scope of this Code are expected to:

3.1 Act professionally

Individuals should conduct themselves in a professional, responsible and courteous manner and should maintain appropriate standards of behaviour when dealing with others.

This includes:

- treating others with respect and courtesy;
- communicating professionally and constructively;
- behaving appropriately in formal and informal settings;
- respecting professional boundaries; and
- taking responsibility for their own actions and decisions.

3.2 Act with integrity

Individuals should act honestly, fairly and transparently.

They should:

- avoid misleading or deceptive conduct;
- not knowingly provide false or materially misleading information;
- declare relevant conflicts of interest;
- respect confidentiality and privacy;
- use organisational resources responsibly; and
- comply with applicable laws, regulations and professional requirements.

3.3 Treat others with dignity and respect

DISA Ltd does not tolerate bullying, harassment, discrimination, intimidation, victimisation or abusive behaviour.

Individuals should respect differences between people and should not discriminate against or harass another person on the basis of characteristics protected by applicable equality and anti-discrimination law.

Unacceptable behaviour may include, but is not limited to:

- offensive, insulting or degrading comments;
- unwanted sexual or personal attention;
- threatening, intimidating or aggressive behaviour;
- bullying or repeated unreasonable behaviour;
- discriminatory language or conduct;
- deliberately humiliating or excluding another person;
- unwanted physical contact;
- stalking or persistent unwanted communication; and
- sharing offensive, discriminatory or inappropriate material.

3.4 Maintain professional boundaries

Members should maintain appropriate boundaries in their interactions with colleagues, clients, students, employees, volunteers and other individuals with whom they engage through their professional or organisational activities.

Individuals must not abuse a position of authority, influence or trust for personal, professional or financial advantage.

3.5 Communicate responsibly

Individuals should communicate in a manner that supports constructive professional dialogue.

Disagreement, criticism and robust debate are legitimate parts of professional life. However, disagreement should not become personal abuse, intimidation, harassment or behaviour intended to silence or undermine others improperly.

When communicating publicly or online, individuals should consider whether their conduct could reasonably be interpreted as representing DISA Ltd.

Individuals must not make false representations on behalf of DISA Ltd.

3.6 Respect confidentiality and personal information

Individuals must respect confidential information obtained through their membership or involvement with DISA Ltd.

Confidential information must not be disclosed, misused or shared without appropriate authority.

Members should also respect the privacy and personal information of others and comply with applicable data protection requirements.

3.7 Manage conflicts of interest

Individuals should identify and appropriately manage actual, potential or perceived conflicts of interest.

Where a conflict exists, the individual should:

- disclose it promptly to the appropriate person or body;
- follow any applicable organisational procedure;
- avoid using their position for personal benefit; and
- withdraw from decision-making where appropriate.

3.8 Use organisational resources appropriately

Organisational funds, facilities, information, systems, branding and other resources should be used responsibly and only for authorised purposes.

Individuals must not use their position within DISA Ltd to obtain improper personal, professional or financial benefit.

4. Professional Responsibility

Membership of DISA Ltd does not replace any legal, regulatory or professional obligations that apply to an individual.

Where a member belongs to another regulated or professional body, they are expected to comply with the applicable standards and requirements of that body. Any conflicts arising from complying with this code versus other bodies policies, should be raised.

Nothing in this Code prevents an individual from raising legitimate concerns, making a protected disclosure, reporting criminal conduct, cooperating with a regulator or exercising any legal right.

5. Events and Organisational Activities

Individuals attending events or activities organised by DISA Ltd are expected to contribute to a safe, welcoming and professional environment.

This includes behaving appropriately at:

- conferences and seminars;
- networking events;
- meetings;
- awards and social events;
- training and educational activities;
- online events and communities; and
- activities taking place away from the organisation's premises where they are connected with DISA Ltd.

The organisation may take action in relation to conduct occurring at an event even where the conduct takes place outside normal working or meeting hours.

6. Social Media and Online Conduct

Members are entitled to express their own views and opinions.

However, individuals should not:

- represent personal opinions as official statements of DISA Ltd without authorisation;
- disclose confidential organisational or personal information;
- engage in harassment, threats or discriminatory conduct;
- knowingly spread false information about the organisation or its members;
- use organisational branding in a way that implies unauthorised endorsement; or
- engage in online conduct connected to their membership that seriously undermines the trust or professional standards expected of members.

The organisation will distinguish between legitimate criticism or disagreement and misconduct.

7. Raising a Concern

Anyone who believes that this Code may have been breached is encouraged to raise their concern with the General Manager.

Concerns should be raised as soon as reasonably practicable and should provide, where possible:

- the name of the person involved;
- a description of the conduct;
- the date, time and location of the incident;
- the names of any witnesses;
- relevant documents or other evidence; and
- any action already taken.

Concerns may be raised confidentially where appropriate.

The organisation will handle concerns sensitively and will seek to protect individuals from retaliation for raising a genuine concern in good faith.

8. Handling Alleged Breaches

DISA Ltd will deal with alleged breaches fairly, proportionately and consistently.

Depending on the circumstances, the organisation may:

1. undertake an initial assessment of the concern;
2. seek further information or clarification;
3. conduct a formal investigation where appropriate;

4. provide the person concerned with an opportunity to respond;
5. consider relevant evidence;
6. make a determination in accordance with the organisation's governance procedures;
and
7. impose an appropriate outcome where a breach is established.

The organisation may decide that no further action is required where a concern is unfounded, outside the scope of the Code, or otherwise inappropriate for formal action.

Where appropriate, informal resolution, mediation, education or facilitated discussion may be considered instead of, or before, formal disciplinary action.

9. Possible Outcomes and Sanctions

Where a breach of this Code is established, the DISA GM will investigate and may take action proportionate to the circumstances.

Possible outcomes may include:

- informal advice or guidance;
- a formal warning;
- mediation or facilitated resolution;
- restrictions on participation in particular organisational activities;
- removal from an organisational role or committee;
- suspension of membership; or
- termination or expulsion of membership.

The organisation may also refer matters to another appropriate body, regulator or law-enforcement agency where required or appropriate.

Serious misconduct may justify immediate interim measures while an investigation is ongoing, where permitted by the organisation's governing documents and applicable law.

10. Fairness and Procedural Safeguards

Individuals who are the subject of a formal complaint will normally be:

- informed of the substance of the concern;
- given a reasonable opportunity to respond;
- treated impartially;
- given appropriate information about the process being followed; and
- informed of the outcome, subject to confidentiality and legal requirements.

Where applicable, individuals may have a right of appeal in accordance with DISA Ltd's disciplinary or complaints procedure.

No individual will be treated adversely merely because a concern has been raised against them. However, knowingly making a malicious, deliberately false or vexatious complaint may itself constitute a breach of this Code.

11. Confidentiality

Information relating to complaints and investigations will be handled sensitively and shared only with those who need the information for the purposes of managing the matter, obtaining appropriate advice, complying with legal obligations or protecting individuals and the organisation.

Complete confidentiality cannot always be guaranteed, particularly where disclosure is required by law or necessary to conduct a fair investigation.

12. Protection from Retaliation

DISA Ltd will not tolerate retaliation, victimisation or intimidation against anyone who:

- raises a concern in good faith;
- participates in an investigation;
- provides information or evidence;
- supports another person who raises a concern; or
- exercises a legitimate right under law or organisational policy.

Any retaliatory behaviour may constitute a separate breach of this Code.

13. Responsibilities of Members

Every member is responsible for:

- familiarising themselves with this Code;
- complying with its standards;
- behaving professionally and respectfully;
- raising genuine concerns where appropriate;
- cooperating honestly with investigations; and
- avoiding conduct that could reasonably bring the organisation or its membership into serious disrepute.

Members holding leadership, governance or representative positions have an additional responsibility to model the standards set out in this Code.

14. Responsibilities of the Organisation

DISA Ltd will seek to:

- communicate this Code clearly to members;
- apply it fairly and consistently;
- provide appropriate routes for raising concerns;

- protect individuals from retaliation;
- maintain appropriate confidentiality;
- review concerns objectively; and
- review this Code periodically to ensure that it remains appropriate and effective.

15. Relationship with Other Policies

This Code should be read alongside DISA Ltd's other relevant policies and procedures, which may include:

- Complaints Policy;
- Disciplinary Procedure;
- Equality, Diversity and Inclusion Policy;
- Data Protection and Privacy Policy;
- Social Media Policy; and
- Whistleblowing Policy.

Where another policy or procedure provides more detailed requirements, that policy or procedure should be followed as appropriate.

16. Review of the Code

This Code will be reviewed at least every three years, or sooner where there are significant changes to legislation, organisational practice, governance arrangements or identified risks.

The Board of Directors is responsible for approving material amendments to this Code.

17. Declaration

By becoming or remaining a member of DISA Ltd, individuals acknowledge that they are expected to comply with this Code of Conduct and with the organisation's applicable policies, procedures and governing documents.