

Policy Title:	MEA CODE OF CONDUCT
Policy Domain & Number:	MEA-001
Effective as at:	10 November 2016
Last Revised:	11 December 2018
Responsibility for this Policy:	Michael Elphick
Review Date:	11 December 2021

Michael Elphick & Associates aims to maintain the highest ethical and professional standards when dealing with clients, colleagues, allied professionals and the general public.

We will to the best of our capacity, model competent and ethical behaviour and foster ethical decision making. By contracting Michael Elphick & Associates clients agree to be bound by similar standards. Our guiding values are:

Honesty:

We will be objective and truthful in our words, actions and representations and will not knowingly mislead our colleagues, clients, their employees or customers.

Integrity:

We will act with integrity and trustworthiness. We will promote our client's interests and not our own. We will not allow personal interest to undermine our objectivity, advice, conduct or decision-making.

Lawfulness:

We will not act unlawfully or advise actions contrary to the law. Nor will we encourage or assist unlawful conduct by our clients.

Justice:

We encourage our clients to foster equal opportunity and non-discrimination in the workplace and seek to establish fair, reasonable and equitable standards of treatment of individuals by our clients. When contracted for workplace investigations or to assist clients with disciplinary matters we will advocate due process and procedural fairness informed by natural justice.

Confidentiality:

We will respect the private or proprietary nature of information received in the course of our work and will not disclose confidential information without the express consent of those concerned or as provided for by law.

Respect:

We will demonstrate respect for clients by our prompt service, timely replies to communications and the provision of materials, minutes and reports. When facilitating workshops or meetings we will respect all participants regardless of their status in an organization by adopting collaborative group processes.

Competence:

We will maintain the highest standards possible in the advice, information and guidance we provide clients and commit ourselves to maintaining and enhancing our professional knowledge, skills and competence through continuous professional development.

This code is adapted from the Australian Human Resources Institute Code of Conduct, 2010.