

Apprenticeships
Are Us



CODE OF ETHICS



INTRODUCTION

The ethical climate of an organisation is an essential element in establishing its credibility and furthering its mission. An organisational culture that takes ethical considerations into account at every point cannot be produced simply by having the Apprenticeships Are Us Ltd (ARU) Board lay down a code; ethical principles must arise from consultation with and responsiveness to the organisation's members, clients, employees, volunteers, and stakeholders.

PURPOSE

This policy is designed to provide guidelines for procedures that will allow Apprenticeships Are Us Ltd to evolve a consensus on the ethical principles that should guide its conduct.

POLICY

Apprenticeships Are Us Ltd commits itself to operating in accordance with an ethical code drawn up through agreed procedures following consultation with members, clients, employees, volunteers, and stakeholders.

RESPONSIBILITIES

It shall be the responsibility of the ARU Board to adhere to ethical standards and governance as per all applicable legislation.

The Chair of the ARU Board shall be responsible for carrying out the process of managing a Code of Ethics for the organisation.

The Managing Director shall be responsible for disseminating the Code of Ethics and ensuring its observance.

PROCEDURES

1. The ARU Board shall organize regular consultation with members, clients, employees, volunteers, and stakeholders on:
 - The values that the organisation wishes to embody, and
 - The specific ethical imperatives that are implied by these values.
2. The discussions around these issues should be used as a means to raise awareness of the significance of ethical attitudes to the effective operation of the organisation.
3. The ARU Board shall then:
 - Review the policies of the organisation to ensure that these are not in conflict with the organisation's ethical principles, and
 - Maintain a draft Code of Ethics for the organisation.
4. It should be noted that the organisation's ethical position is represented both by the organisation's policies and by its Code of Ethics, and any particular ethical guideline does not necessarily need to be repeated in both.
5. The Code of Ethics should then be circulated for discussion and comment to members, clients, employees, volunteers, and stakeholders. Again, the discussion should be used to forward a commitment among all concerned with the organisation to the ethical operation of the organisation.
6. The ARU Board may make any alterations it sees fit, and the resulting Code of Ethics shall be presented for the approval of the membership at the next Annual General Meeting.
7. Once the Code of Ethics has been approved by the Annual General Meeting it shall be implemented by the organisation. Procedures should then be instituted to provide sanctions and penalties for breaches of the Code.

APPENDIX A

CORPORATE GOVERNANCE CODE OF ETHICS

INTRODUCTION

This Corporate Governance Code of Ethics underscores our unwavering commitment to adhering to the highest standards of corporate governance, in alignment with the Australia Charities and Not-for-profits Commission (ACNC), the Australia Institute of Company Directors (AICD), and the National Standards for Group Training. It is important to emphasize that this Code is not intended as a model for direct adoption but rather serves as an illustrative framework, indicative of the principles that may emerge through consultation process. This commitment also complies with relevant provisions of the Corporations Act 2001.

VOLUNTEERS

- In all matters conducted under the auspices of Apprenticeships Are Us Limited, volunteers shall consistently prioritise the organisation's interests over their personal interests or those of any other individuals.
- Volunteers shall diligently adhere to the provisions stipulated in the organisation's constitution, policies, and rules.
- A culture of respect shall be paramount in interactions with all members of the organisation, its staff, office-bearers, and clients.
- To enhance their effectiveness, volunteers shall willingly undertake any necessary training relevant to their duties.
- In the execution of work for the organisation, volunteers shall faithfully follow the guidance provided by their designated supervisors.
- Volunteers shall conduct themselves in a manner that upholds and enhances the organisation's reputation and mission.

STAFF / MEMBERS

- In all matters conducted under the auspices of Apprenticeships Are Us Ltd, staff and members shall consistently prioritise the organisation's interests over their personal interests or those of any other individuals.
- Staff and members shall scrupulously observe the provisions of the Constitution, policies, and rules of the organisation, including adherence to policies governing conflicts of interest.
- Staff and members shall diligently and competently fulfill their contractually specified duties with enthusiasm.
- A culture of respect shall be paramount in interactions with other staff, organisation members, office-bearers, and clients.
- To ensure effectiveness, staff and members shall proactively engage in any training essential for their duties.
- In the execution of work for the organisation, staff and members shall faithfully follow the directions provided by their designated supervisors.
- Staff and members shall conduct themselves in a manner that upholds and enhances the organisation's reputation and mission.

ARU BOARD MEMBERS

- In all matters conducted under the auspices of Apprenticeships Are Us Ltd, ARU Board members shall consistently prioritise the organisation's interests over their personal interests or those of any other individuals.
- ARU Board members shall rigorously observe the provisions of the Constitution, policies, and rules of the organisation.
- To facilitate effective governance, ARU Board members shall make every effort to attend all ARU Board meetings, or if unable to do so, shall provide advance notice of their absence to the Secretary.
- ARU Board members shall allocate the necessary time required to fulfill their duties thoroughly and effectively.
- To ensure governance excellence, ARU Board members shall actively participate in any training essential for their duties.
- A culture of respect shall be paramount in interactions with other ARU Board members, organisation members, staff, office-bearers, and clients.
- ARU Board members shall conduct themselves in a manner that upholds and enhances the organisation's reputation and mission.

This Corporate Governance Code of Ethics is our solemn commitment to the principles of corporate governance and reflects our dedication to the highest standards as outlined by AICD, ACNC, and the Corporations Act 2001. It is a cornerstone in our pursuit of long-term organizational success and sustainability.

AUTHORISATION

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Managing Director

Apprenticeships Are Us Limited

DOCUMENT CONTROL

Version	Authorised by	Authorisation Date	Sections	Amendment
1.1	M. Wentworth	27/10/2022	All	N/A
1.2	M. Wentworth	02/11/2023	All	Cover page, information update