

Board Code of Conduct

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Drafted by	Wendy Mason	Approved by Board on	23/06/2025
Responsible person	Wendy Mason	Scheduled review date	22/06/2027

1. Purpose

The Board of Permanent Care and Adoptive Families (PCA Families) is committed to maintaining the highest ethical standards in the conduct of its Board Directors.

This policy is to ensure that all Board Directors of PCA Families understand the behaviours expected of them in fulfilling their role and representing the organisation.

2. Scope and Responsibilities

This Code of Conduct applies to all Board Directors of PCA Families. Board Directors are expected to comply with this Code, all applicable Australian laws, and PCA Families policies.

3. PCA Families Purpose, Values and Strategic Intent

PCA Families' purpose is to support families and enrich the lives of children and young people who are unable to live with their birth parents by providing advocacy, support, resourcing, and information.

PCA Board values are:



Values of PCA Families Board

EXCELLENCE	RESPECT	HONEST
Bold, courage, excellence, transparency, innovation, honourable and integrity. <i>We hold high standards of ourselves and others.</i> What this means in action: Board members are diligent, and make sure to prepare, ask, probe effectively. We think outside of traditional paradigms. We are confident in the credibility and integrity of our people and processes (and have the processes to manage if we don't). We share the right info to the right people at the right time.	Generous, kind, caring respectful, friendly and collegiate, safe, non-judgemental and equitable. <i>As purposeful, passionate people, we look out for each other.</i> What this means in action: We call it out – and give permission to our Chair and other Board members to call out if colleagues appear to focus on the "person not the problem".	Genuinely open to difference and new ideas, authentic to our beliefs and lived experiences, empowering, bring different knowledge to the table, honest, open and inclusive of difference. <i>We listen and we participate.</i> What this means in action: We create space to listen and understand different perspectives. We respect and value diverse lived experiences, professional expertise and knowledge that is relevant to our organisation's purpose.

PCA Families strategic intent is to:

- provide the support families need regardless of order at any time in their journey;
- develop an informed, skilled workforce that is informed by lived experience;

Policy review and amendments

This policy will be reviewed biennially or as required by the Permanent Care and Adoptive Families Board or an employee with delegated responsibility.

- partner for research to evidence our advocacy and innovation;
- effectively champion sector changes that ensure timely assessments of parents/carers offering permanency and stability;
- ensure that children and young people are at the centre of all we do; and
- be known as the credible source of information and support.

4. Policy

- The Code of Conduct outlines the expected standards of behaviour for all PCA Families Board Directors. It provides a framework for fostering ethical, respectful, and professional relationships within the Board and with employees, volunteers, members, and the broader community.
- Board Directors are also required to comply with the Employee and Volunteers' Code of Conduct, which includes adherence to child safety standards.
- While not exhaustive, this Code is intended to guide Directors in fulfilling their duties and representing PCA Families in a manner consistent with its values and purpose.

5. Standards of Behaviour

Performance of duties

In the performance of their duties Board Directors will:

- always act honestly, ethically, and with strong morals to benefit the best interests of PCA Families;
- act as custodians of the organisation and its assets in the interest of current and future members;
- work carefully, diligently, and apply their expertise through regularly reviewing the organisations' purpose, values, and long-term strategy;
- not use their position to make personal profits or benefit others unfairly;
- not make improper use of information acquired as a Board Director of PCA Families;
- not engage in conduct likely to discredit or be detrimental to the interests of PCA Families;
- not intrude on operational matters that are the responsibility of management;
- be independent in judgement and action and take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Board;
- treat other Board Directors kindly, respectfully, and fairly, and consider their views, rights, safety, and well-being;
- be professional and help the Board work in harmony, safely and well;
- support and promote the safety, participation, wellbeing and empowerment of children and young people and adhere to child-safe principles and appropriate behaviour standards; and
- positively promote and represent PCA Families, its programs and services and membership.

Confidentiality and Board solidarity

To maintain confidentiality and Board solidarity Board Directors will:

- not share official information or documents that are acquired because of being a Board Director, other than when the Board agrees or when asked to do so by law;
- respect the confidential and private details of other people and not make them public;
- not speak about the business of PCA Families unless authorised by the Board; and
- not speak against formal decisions made in Board meetings but support and stand by them in public.

Conflict of interest

To manage conflicts of interest appropriately Board Directors will:

- let the Board know about any personal or business interests which could be a real conflict of interest, or other people might perceive it as a conflict of interest;

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- not allow personal or money interests, or the interests of a relative or friend be in conflict with the interests of PCA Families;
- not accept gifts, benefits or hospitality associated with the role of Board Director; and
- be excused from engaging in any decision-making process the Board undertakes where a conflict does exist.

Discrimination, harassment, and bullying

To support a healthy Board culture and workplace Board Directors will:

- provide a welcoming, inclusive, and safe environment that supports and values others, their ideas, and opinion; and
- not discriminate against, sexually harass, or harass or bully anyone, and encourage a Board and workplace culture that is free from such treatment.

Misconduct

Board Directors will not engage in behaviour amounting to serious misconduct. This includes, but is not limited to:

- concealment of a material fact in decision-making;
- theft or fraud;
- assault;
- intoxication or impacted by illicit drugs at an event or meeting of PCA Families;
- use of derogatory, violent, or abusive language;
- obscenity; and
- criminal conduct including conduct that, if proven, renders the Board Director unfit for a Directorship.

Breach of the Code of Conduct

Any breach of this Code of Conduct will be taken seriously and may lead to disciplinary action, up to and including suspension or removal from the Board.

Disciplinary action may include (but is not limited to):

- counselling requiring a formal apology;
- conciliation/mediation conducted by an impartial third party;
- training in the expected standards of behaviour;
- verbal or written warning; and
- suspension/removal from the Board

6. Associated Documents

- PCA Families Board Charter
- Board Conflict of Interest Policy
- Board Confidentiality Policy
- Employee Code of Conduct

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