

**AUSTRALASIAN ROAD RESCUE ORGANISATION  
INCORPORATED**  
(In Victoria)

**Association No. A0042189P**



**CODE OF CONDUCT**

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Page 1 of 4		Review Date:	December 2020

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## Aim

The aim of this policy is to clearly identify the minimum standards of ethical behaviour expected of all Australasian Road Rescue Organisation (ARRO) Members.

## General

The content of the Code of Conduct is not designed to specifically cover every possible ethics situation or issue that exists across ARRO. Its intent is to provide a broad framework of ethics principles that provide a basis for resolution of ethical issues and dilemmas.

The Code of Conduct has been developed as a demonstration of the ARRO commitment to ensuring that there is consistent application and practice of the highest ethical standards throughout the organisation.

## Application

This policy applies to all members acting on behalf of the Australasian Road Rescue Organisation as per the rules set out by this organisation.

This policy also needs to be read in conjunction with the ARRO Challenge Management Team (CMT) Policy. The most current version of this document is available on the ARRO web site.

## Roles and Responsibilities

It is the responsibility of all members of ARRO to familiarise themselves with the principles of the Code of Conduct and adhere to them whilst conducting official duties or activities.

In brief, ARRO members will at all times show the utmost respect for all persons. This involves:

- Being honest, considerate and fair;
- Treat others with dignity and not harassing, or unlawfully discriminating against them<sup>1</sup>;
- Acting impartially and without favouritism;
- Being tolerant of other views and ideas;
- Being helpful to others;
- Maintaining confidentiality and respect for privacy; and
- Applying natural justice in all decisions affecting the rights and entitlements of other people.

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<sup>1</sup> Should there be any conflict between various laws then the laws of the State of Victoria in which ARRO is constituted shall apply.

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Page 2 of 4		Review Date:	December 2020

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The Challenge Management Team has a duty to ensure that team members receive:

- Appropriate feedback and communication on their performance;
- Fair and consistent scoring;
- Healthy and safe working conditions;
- An environment free from harassment, discrimination, bullying and intimidation;
- A reasonable explanation of the reasons for decisions made.

Members must have professional respect and cross cultural awareness of the diverse range of skills, activities, talents and overlapping interests of other persons. The ARRO Challenges have diverse organisations where many individuals possess different skills and perspectives.

Each individual's agency policies must also be adhered to.

Discrimination, sexual harassment and harassment against others are not acceptable in ARRO. It is also illegal.

Members have the right to publicly express their personal views on social, economic and political subjects. However, care must be taken to ensure that comments made in a clearly private capacity are not perceived as being the views of ARRO. Only Executive Committee members are authorised to comment on behalf of ARRO.

ARRO members will at all times:

- Perform their duties with proper diligence, care and attention;
- Seek to achieve high standards of performance and professionalism;
- Avoid behaviour that reduces the diligence of other ARRO personnel;
- Actively participate in skill enhancement activities relevant to their position;
- Not use their position for private advantage or profit;
- Make every effort to prevent equipment loss, damage or inappropriate utilization;
- Make every effort to maintain a safe, controlled working environment and thereby eliminating or minimizing any injury to persons and/or the environment;
- Not participate in any improper activity that is likely to bring discredit to the reputation of ARRO.

All ARRO members assigned duties as part of the CMT at a challenge or undertaking any other duties in which ARRO is represented are to ensure they are fit for the duties to be undertaken and that they are free of effects of drugs and alcohol that may in any way impede their performance of those duties or affect the safety or performance of others.

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Page 3 of 4		Review Date:	December 2020

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CMT members who have responsibility for equipment and assets should ensure that equipment/assets are:

- Maintained correctly and not abused;
- Used economically; and
- Used for approved purposes only.

All ARRO CMT members should be alert to any actual or perceived conflict of interest. If a situation arises where a CMT member has an actual or potential conflict between their official duties and a team, which may compromise their integrity and/or impartiality, that member should:

- Disclose anything which could impact adversely on ARRO;
- Advise the Chief Assessor of the actual or potential conflict of interest at the earliest possible opportunity and seek advice regarding whether the situation may amount to an actual or potential conflict of interest; and
- Take steps to avoid any conflict of interest.

CMT members shall not ask for, encourage the offer of, or accept any form of benefit or gift in connection with the performance of their official duties, except where:

- The gift or benefit is of token or nominal value only; or
- The gift or benefit is offered at award ceremonies where a personal gift of nominal value is customary.

### **Breach of Code of Conduct**

Any complaint of a breach of this Code of Conduct will be managed according to the Rules of Association, Disciplinary process section. A copy of these rules is available on the ARRO web site.

### **Conclusion**

Each of the principles has equal weight and should be considered in combination. However, when addressing a specific ethics issue, it may be determined that one or more of the ethics principles has greater importance than others or is more relevant to the circumstances. Judgement will need to be applied according to the circumstances of the case.

The Code of Conduct does not, in itself, solve ethical problems. Members are responsible for identifying and resolving ethical issues and dilemmas.

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Page 4 of 4		Review Date:	December 2020

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