

# The Skillinvest Group

## Code of Ethics

6<sup>th</sup> April 2010



# Code of Ethics for The Skillinvest Group

## **1. Personal and Professional Integrity**

All staff and board members of The Skillinvest Group, which includes WORKCO Limited, Longerenong College and LINK Employment and Training act with honesty, integrity and openness in all their dealings as representatives of the organisation. The Skillinvest Group promotes a working environment that values respect, fairness and integrity.

## **2. Vision, Core Purpose and Success Measures**

The Skillinvest Group has a clearly stated Vision, Core Purpose and Success Measures document approved by the board of directors, in pursuit of the public good. All of its programs support that vision and all who work for or on behalf of the organisation understand and are loyal to that Vision, Core Purpose and Success Measures. The Vision, Core Purpose and Success Measures is responsive to the constituency and communities served by the organisation and of value to the society at large.

## **3. Governance**

The Skillinvest Group have an active governing body that is responsible for setting the Vision and strategic direction of the organisation and oversight of the finances, operations, and policies of the organisation. The governing body:

- Ensures that its board members have the requisite skills and experience to carry out duties and that all members understand and fulfill their governance duties acting for the benefit of the organisation and its public purpose;
- Has a Conflict of Interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means; and
- Is responsible for the hiring, firing, and regular review of the performance of the Chief Executive Officer, and ensures that the compensation of the Chief Executive Officer is reasonable and appropriate;
- Ensures that the CEO and appropriate staff provide the board with timely and comprehensive information so that the board can effectively carry out its duties;
- Ensures that The Skillinvest Group conduct all transactions and dealings with integrity and honesty;
- Ensures that the organisation promotes working relationships with board members, staff, and program beneficiaries that are based on mutual respect, fairness and openness;
- Ensures that the organisation is fair and inclusive in its hiring and promotion policies and practices for all board and staff positions;
- Ensures that policies of The Skillinvest Group are in writing, clearly articulated and officially adopted;
- Ensures that the resources of The Skillinvest Group are responsibly and prudently managed; and
- Ensures that The Skillinvest Group have the capacity to carry out its programs effectively.

## **4. Legal Compliance**

The Skillinvest Group are knowledgeable of and comply with all laws, regulations and applicable international conventions.

## **5. Responsible Stewardship**

The Skillinvest Group manage their funds responsibly and prudently. This should include the following considerations:

- It spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
- It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;

- The organisation compensates staff, and any others who may receive compensation, reasonably and appropriately;
- The Skillinvest Group can not accumulate operating funds excessively;
- The Skillinvest Group will ensure that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organisations; and
- All financial reports are factually accurate and complete in all material respects.

## **6. Openness and Disclosure**

The organisation provides comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about the organisation will fully and honestly reflect the policies and practices of the organisation. Basic informational data about The Skillinvest Group as a whole or any individual business, including audited financial statements will be posted on the organisation's website or otherwise available to the public. All solicitation materials accurately represent The Skillinvest Group's policies and practices and will reflect the dignity of program beneficiaries. All financial, organisational, and program reports will be complete and accurate in all material respects.

## **7. Program Evaluation**

The Skillinvest Group regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. The organisation is committed to improving program and organisational effectiveness and develops mechanisms to promote learning from its activities and the field. The Skillinvest Group is responsive to changes in its field of activity and are responsive to the needs of its constituencies.

## **8. Inclusiveness and Diversity**

The organisation has a policy of promoting inclusiveness and its staff and board reflect diversity in order to enrich its programmatic effectiveness. The organisation takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served.