Adnyamathanha Traditional Lands Association (Aboriginal Corporation)

CODE OF CONDUCT

1. Purpose

The purpose of this Code of Conduct is to promote respectful, culturally safe and accountable governance and to protect the reputation, integrity and values of Adnyamathanha Traditional Lands Association (ATLA).

This Code establishes the standards of behaviour expected of everyone involved with ATLA and provides a framework for addressing inappropriate conduct.

2. Application

This Code applies to directors, members, employees, contractors, consultants, volunteers, committee members, representatives appointed to represent ATLA on any external body, any committee or any sub-committee and any other person representing or acting on behalf of ATLA (participants).

3. Standards of Conduct

Everyone associated with ATLA is expected to act honestly, ethically and in good faith.

Participants must:

- act in the best interests of ATLA;
- treat others with courtesy, dignity and respect;
- comply with ATLA's Rule Book and lawful decisions of the Board;
- protect confidential and sensitive information;
- declare and appropriately manage conflicts of interest;
- use Association resources responsibly; and
- communicate respectfully, including when using social media or other public platforms.

Participants must not use their position with ATLA to obtain a personal benefit or advantage for themselves or another person.

Bullying, harassment, discrimination, intimidation, threats, violence, abusive language, dishonest conduct and the misuse of Association property, resources or confidential information will not be tolerated.

Everyone associated with ATLA must maintain professional and respectful relationships. Disagreements should be addressed respectfully and through appropriate governance or management processes.

Personal attacks, repeated or unreasonable criticism, gossip, intimidation and behaviour that undermines the dignity, wellbeing or safety of another person are inconsistent with this Code.

4. Cultural and Psychological Safety

The Association is committed to providing an environment that is physically, culturally and psychologically safe.

All participants are expected to contribute to an environment in which directors, members, employees, contractors, volunteers and other representatives can carry out their roles without fear of bullying, harassment, intimidation, threats or unreasonable behaviour.

ATLA has obligations under applicable work health and safety legislation to provide and maintain, so far as is reasonably practicable, a working environment that is safe and without risks to physical and psychological health.

All participants share responsibility for contributing to a safe environment by:

- following reasonable safety directions;
- reporting hazards, incidents and unsafe behaviour;
- treating others respectfully;
- considering the impact of their conduct on others; and
- ensuring their own behaviour does not create risks to the health, safety or wellbeing of other people.

Conduct that creates a risk to another person's physical, cultural or psychological safety may constitute a breach of this Code.

5. Representation of ATLA

Only people authorised by the Corporation Advisory Group (CAG) may speak or act on behalf of ATLA.

Participants must not present their personal views as the views of ATLA.

Participants must also avoid making public statements, including through social media, that disclose confidential information, misrepresent ATLA's position or could reasonably damage ATLA's reputation or relationships.

6. Police Checks

The CAG may require a Nationally Coordinated Criminal History Check where appropriate, having regard to the duties and responsibilities of a role.

A criminal history does not automatically prevent a person from being appointed to, or continuing in, a role with ATLA.

Where a police check identifies a criminal conviction or another relevant matter, the Board will complete ATLA's Police Check Risk Assessment before determining whether the person is suitable to undertake or continue in the relevant role.

Police check information will be handled confidentially and only used for appropriate governance, employment, risk management or legal purposes.

The Police Check Risk Assessment forms part of this Code.

7. Criminal Charges

Participants must notify the Chairperson as soon as reasonably practicable if they are charged with a criminal offence that carries the possibility of imprisonment.

A criminal charge is not a finding of guilt.

However, while criminal proceedings are before a court, the Board may take reasonable precautionary or interim measures where necessary to protect ATLA, its members, employees, stakeholders, operations or reputation.

Depending on the circumstances, this may include temporarily requiring the participant to:

- stand aside from representing ATLA externally;
- cease acting as an authorised spokesperson;
- step back from committees or external working groups;
- not attend external meetings on behalf of ATLA; or
- temporarily cease exercising delegated authority.

Any interim arrangements will be reviewed once the criminal proceedings have concluded, or earlier if relevant circumstances change.

Nothing in this Code authorises the suspension or removal of a director or member contrary to ATLA's Rule Book, the CATSI Act or any other applicable law.

8. Meeting Conduct

Participants are expected to contribute respectfully, constructively and in good faith during Association meetings.

Participants must:

- allow others a reasonable opportunity to speak;
- avoid unnecessary interruption;
- follow reasonable directions of the Chairperson;
- avoid personal attacks or attacks relating to cultural ancestry, intimidation, abusive behaviour or threats;
- stay focused on the business of the meeting; and
- contribute to a culturally safe, respectful and productive meeting environment.

Directors, CAG members and other members must not use their position to intimidate, bully, undermine or publicly criticise employees.

Concerns regarding an employee's performance or conduct must be raised through the appropriate governance or management process and should not be pursued through personal criticism during CAG meetings or in inappropriate interactions with staff.

9. Managing Inappropriate Behaviour

Where inappropriate behaviour occurs during an Association meeting, event or activity, the Chairperson or another appropriately authorised person may direct the participant to stop the behaviour.

Where appropriate, the participant may be warned that continued misconduct may result in them being directed to leave the meeting or activity.

If the behaviour continues after reasonable warnings, the Chairperson may direct the participant to leave.

A participant may also be directed to leave immediately where their behaviour involves:

- violence or threats of violence;
- serious intimidation;

- significant disruption;
- abusive or aggressive conduct; or
- an immediate risk to the health or safety of another person.

Any further action arising from the participant's conduct will be considered in accordance with Section 11 of this Code.

10. Complaints

Concerns regarding a possible breach of this Code, inappropriate conduct, unsafe behaviour, workplace hazards or incidents should be reported to the Chairperson.

Where it is not appropriate to report the matter to the Chairperson, the concern may be raised with another director, the Business Manager or another appropriate person authorised by CAG.

Complaints will be managed fairly, respectfully and as confidentially as reasonably possible.

CAG will apply the principles of procedural fairness.

Unless immediate action is required to protect the health, safety or interests of another person or ATLA, a participant whose conduct is under consideration will be given a reasonable opportunity to understand the concerns raised and respond before a final decision is made.

11. Breaches of this Code

Where ATLA reasonably believes that this Code may have been breached, it may take appropriate action having regard to:

- the seriousness of the conduct;
- whether the conduct was intentional, repeated or ongoing;
- any risk to the physical, cultural or psychological health, safety or wellbeing of others;
- the impact of the conduct on members, employees, stakeholders or ATLA;
- any reputational or operational impact;
- whether the participant has previously breached this Code;
- the participant's role and responsibilities;
- any relevant mitigating or aggravating circumstances; and
- any explanation provided by the participant.

Any action taken should be proportionate to the seriousness of the conduct and consistent with procedural fairness.

Before a final decision is made, the participant will ordinarily be given a reasonable opportunity to respond, unless immediate action is necessary to protect another person or the interests of ATLA.

Depending on the circumstances, ATLA may take one or more of the following actions:

- provide education, guidance, coaching or counselling;
- issue a verbal or written warning;
- require an apology or other reasonable remedial action;

- direct the participant to stop particular conduct;
- require the participant to leave a meeting, event or Association activity;
- restrict attendance at non-statutory meetings or Association activities for a specified period;
- remove the participant from a committee, working group or representative role;
- remove or limit delegated authority or spokesperson responsibilities;
- impose reasonable conditions on participation;
- require additional supervision;
- refer the matter for independent investigation;
- commence disciplinary action in accordance with applicable employment policies where the participant is an employee;
- refer the matter to police, a regulator or another relevant authority where appropriate; or
- take any other lawful action available under ATLA's Rule Book, the CATSI Act or another applicable law.

The Association may also take immediate interim action where reasonably necessary to:

- protect the safety or wellbeing of participants;
- preserve the integrity of an investigation;
- protect confidential information;
- maintain the proper functioning of ATLA; or
- protect ATLA's operations or reputation.

Interim action does not constitute a finding that a breach has occurred.

Nothing in this Code limits ATLA's ability to take lawful action under its Rule Book, employment arrangements, work health and safety legislation, the CATSI Act or any other applicable law.

12. Review

This Code will be reviewed by the CAG every two years, or earlier where required because of legislative change, organisational need or changes to ATLA's governance arrangements.

Related Documents

- Police Check Risk Assessment – Attachment A
- Adnyamathanha Traditional Lands Association Rule Book
- Relevant workplace health and safety policies and procedures
- Relevant employment and governance policies

13. Approval and Endorsement

Approved by the ATLA Corporation Advisory Group at its meeting dated 28 October 2026.

ATTACHMENT A – POLICE CHECK RISK ASSESSMENT

Person and Role Details

Name:

Job Title / Role:

Start Date:

Police Check Reference:

DETAILS OF POLICE RECORD OR WWCC CONCERN

Conviction/s or WWCC concern:

Date/s:

RISK ASSESSMENT

Relevance

What is the nature and seriousness of the conviction, offence or concern?

Significance

Is the matter significant having regard to the duties and responsibilities the person will or may be undertaking?

Access

Does the person have, or are they reasonably likely to have, duties, responsibilities, access or authority that are relevant to the conviction or concern?

Consequences

What could be the potential impact if a similar incident occurred while the person was undertaking duties for ATLA?

Reputational Risk

Could the person commencing or continuing in the role create a material reputational risk for ATLA?

Timing and Pattern of Conduct

How long ago did the offence or conduct occur?

Greater consideration may be given to recent convictions or matters, particularly those occurring within the previous five years.

The person’s overall criminal history should also be considered, including whether there is evidence of repeated or similar conduct.

Age at the Time of the Offence

Was the offence committed when the person was an adult or a juvenile?

Legislative or Funding Requirements

Does any applicable legislation, regulation, funding arrangement, contract or other requirement prevent the person from undertaking the role?

Supervision

Will the person work independently or as part of a team?

What level and quality of direct supervision will be available?

Individual Circumstances

Has the individual provided any information about actions they have taken, rehabilitation, changed circumstances or other matters that may be relevant to the assessment?

Recommendation

What action is recommended and why?

Assessment Completed By

Name:

Position:

Signature:

Date:

Authorisation

- Recommendation Approved
- Recommendation Not Approved

Comments:

Authorised by:

Position:

Signature:

Date: