

# THE ROYAL LIFE SAVING SOCIETY

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<b>NUMBER:</b>	<b>RLSS023</b>
<b>TITLE:</b>	<b>CODE OF ETHICS</b>
<b>ORIGINAL DATE:</b>	<b>17 October 2017</b>
<b>LAST REVIEW DATE:</b>	<b>19 September 2018</b>
<b>REVIEW DATE:</b>	<b>August 2021</b>

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## 1. INTRODUCTION AND PURPOSE

The Royal Life Saving Society's – RLSS (The Society) reputation in aquatic safety and its status as a charitable organisation imposes high expectations of professional and ethical behaviour.

This Code of Ethics establishes a set of specific ethical standards that should be used to guide the work of all involved in The Society and to which the general public can hold RLSS Members, Officers, Trustees and Staff accountable.

## 2. DEFINITIONS

**Ethics** means moral principles that govern a person's behaviour or the conducting of an activity.

## 3. SCOPE AND CONTEXT

This Code of Ethics includes RLSS Directors, Trustees, Staff and Volunteer members of RLSS Committees and Working Groups.

This Policy should be read in conjunction with other RLSS policies including:

- RLSS006 Equal Opportunities & Diversity Policy
- RLSS007 Grievance Policy
- RLSS013 Whistle Blowers Policy
- RLSS018 Complaints Handling Policy
- RLSS022 Privacy and Data Protection Policy.

## 4. CODE OF ETHICS

Respect the rights, dignity and worth of fellow Members, Officers, Trustees and Staff	Within the context of a person's position and responsibilities, treat everyone with respect and equally regardless of gender, marital status, ability or disability, ethnic origin, political belief or religion
Be fair, considerate and honest	<ul style="list-style-type: none"><li>• All persons are deserving of equal say and attention</li><li>• Express disagreement with care</li><li>• Minimise aggressive tone messages</li><li>• Refrain from criticising others or their products, but offer suggestions and/or solutions</li></ul>
Be professional and accept responsibility for your actions	<ul style="list-style-type: none"><li>• Language, manner, preparation and presentation should display high standards;</li><li>• Display control, respect, dignity and professionalism;</li><li>• Encourage others to demonstrate the same qualities.</li></ul>



Refrain from any form of harassment or personal abuse	This includes sexual and racial harassment, racial vilification, harassment due to disability and verbal, physical and emotional abuse
Operate within the RLSS Royal Charter, Bye-Laws, Regulations, and Policies.	Members, Officers and Trustees should familiarize themselves with the RLSS Royal Charter, Bye-Laws, Regulations and Policies
Loyalty	Members, Officers, Trustees and Staff are faithful to the Society and those we represent, while honouring our obligation to serve the public interest
RLSS Intellectual Property (IP)	The Society's intellectual property remains the property of the Society and will not be used for the personal benefit of staff or a volunteer.
Maintain standards, skills and competence	All those involved in lifesaving activity have a responsibility to ensure they are appropriately qualified for the task they are undertaking and should regularly seek ways of increasing their personal and professional development by accessing training and learning opportunities commensurate with their chosen areas of interest within lifesaving.
Responsibility of Officers and Trustees is for the whole organisation	Officers and Trustees are elected to provide overall leadership to and for RLSS activities and services
Make a commitment to have a detailed understanding and knowledge of the entire organisation	Officers, Trustees and Staff should: <ul style="list-style-type: none"> <li>• Improve their current knowledge and understanding of RLSS by reading all relevant documents;</li> <li>• Seek continual improvement through ongoing education and training, whether offered or sought.</li> </ul>
Privacy and Confidentiality is critical	Directors Officers, Trustees, Staff and volunteers should: <ul style="list-style-type: none"> <li>• respect Members' right to privacy</li> <li>• maintain confidentiality in accordance with adopted Policies</li> </ul>
Declare any potential Conflict of Interest	Officers, Trustees and Staff should declare any potential Conflicts of Interest(s) in accordance with adopted Policies

## 5. BREACHES OF THE CODE

In cases where there is a concern that a Trustee, Director, member of Staff, Committee Member or a person appointed to a position within RLSS has breached this Code, the matter will be reviewed by the Deputy Commonwealth President and another trustee, or two trustees appointed by the Deputy Commonwealth President, who will investigate and make a recommendation to the Board of Trustees.

## 6. ACCESS TO THE CODE

This Code of Ethics will be available for viewing by any person on RLSS's website or a copy will be sent upon request.

## 7. FURTHER INFORMATION

For further information on the Code of Ethics, please contact:

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**Attention: Deputy Commonwealth President**

