
PEOPLE AND CULTURE POLICY

Code of Conduct

How we behave, decide and treat each other, wherever we represent THRIV3

Version 1.0 - July 2026

Policy owner	Board of Directors, THRIV3 (Indigenous Corporation)
Responsible officer	Chief Executive Officer
Applies to	Directors, members, the CEO, employees, volunteers, contractors, students on placement and agency workers of THRIV3 (together, THRIV3 People)
Effective date	July 2026
Next review	July 2027 (or earlier if legislation or funding conditions change)
Related documents	THRIV3 Handbook; Fraud Prevention and Whistleblower Policy; Equal Opportunity, Anti-Discrimination, Bullying and Harassment Policy; Social Media Policy

1. Purpose and Scope

THRIV3 (Indigenous Corporation) exists to transform hearts and strengthen communities. Everything we do relies on trust: the trust of the communities we serve, our funders, our members and each other. This Code of Conduct sets out the standards of behaviour expected of everyone connected with THRIV3.

This Code applies to all THRIV3 People: Directors, members acting for the corporation, the CEO, employees (permanent, fixed term and casual), volunteers, contractors, consultants, students on placement and agency workers. It applies at every workplace, on Country, at community events, when travelling for THRIV3, online and at any function where you represent THRIV3.

2. Our Standards

Act with honesty and integrity

Be truthful in what you say and record. Never falsify documents, timesheets, records or claims. Use THRIV3 funds, property, vehicles and equipment only for authorised purposes. Comply with the law, THRIV3's Rule Book, our funding agreements and our policies.

Respect people, culture and Country

Treat every person with courtesy and respect: colleagues, volunteers, community members, Elders, young people and visitors. Follow cultural protocols, including those set out in the THRIV3 Handbook. Discrimination, bullying, harassment, sexual harassment, victimisation and vilification are never acceptable and are dealt with under the Equal Opportunity, Anti-Discrimination, Bullying and Harassment Policy.

Keep children and vulnerable people safe

THRIV3 is a child-safe organisation. Everyone must follow the Working With Children Check and Police Check Management Policy, report child safety concerns immediately, and never behave in a way that places a child or vulnerable person at risk.

Protect information

Keep THRIV3, community, client and personal information confidential, during and after your involvement with THRIV3. Handle personal information in line with the Privacy and Workplace Surveillance Policy.

Work safely

Follow the Work Health and Safety Policy, take reasonable care for your own safety and the safety of others, and report hazards, incidents and near misses promptly.

3. Conflicts of Interest

A conflict of interest exists when your personal, family, cultural, financial or other interests could influence, or appear to influence, a decision you make for THRIV3.

- Declare any actual, potential or perceived conflict to your manager, the CEO or (for Directors) the Board Chair as soon as you become aware of it.
- Directors must declare interests in line with the CATSI Act and THRIV3's Rule Book, and the declaration is recorded in the register of interests.
- A person with a conflict must not approve related expenditure, sit on a related recruitment or procurement decision, or otherwise decide the outcome.

In small and connected communities, family and cultural connections are common and are not wrong in themselves. What matters is that they are declared and managed openly.

4. Gifts, Benefits and Hospitality

Do not seek or accept any gift, benefit or hospitality that could influence, or appear to influence, how you do your job. Modest cultural gifts and tokens of appreciation may be accepted where refusal would cause offence, but must be disclosed to the CEO and recorded. Never accept cash, and never accept any gift connected with a procurement or funding decision.

5. Secondary Employment and Other Roles

Employees must tell the CEO before taking up other paid work, a directorship or a significant volunteer role that could conflict with THRIV3 duties, affect safe performance of their role (including through fatigue), or involve THRIV3 stakeholders. THRIV3 will not unreasonably restrict other work but may set conditions to manage risk.

6. Business and Social Functions

THRIV3 functions and community events are an extension of the workplace. This Code, the Equal Opportunity, Anti-Discrimination, Bullying and Harassment Policy and the Alcohol and Other Drugs Policy all apply at THRIV3 functions, including after-hours and off-site events. Where alcohol is served at an approved function, drink responsibly, never supply alcohol to a minor, and do not drive if you have been drinking.

7. Fraud, Corruption and Speaking Up

THRIV3 has zero tolerance for fraud, corruption, theft and dishonest conduct. If you become aware of, or reasonably suspect, fraud or serious wrongdoing you must report it promptly under the Fraud Prevention and Whistleblower Policy. People who speak up in good faith are protected from victimisation and detriment.

8. Media and Public Comment

Only the CEO, the Board Chair or a person they authorise may speak to the media or make public statements on behalf of THRIV3. Personal use of social media is covered by the Social Media Policy.

9. Breaches of this Code

Breaches are taken seriously. For employees, a breach may lead to counselling or disciplinary action up to dismissal under the Performance Development, Improvement and Attendance Policy. For volunteers, contractors and agency workers, a breach may lead to the end of the engagement. For Directors, a breach is dealt with by the Board under the Rule Book and the CATSI Act. Conduct that may be criminal will be reported to the police.

10. Responsibilities and Review

The Board owns this Code and models the standards it sets. The CEO implements it, ensures all THRIV3 People receive it at induction, and deals with reported breaches fairly. Managers and supervisors model the Code and act early on concerns. Every THRIV3 person is responsible for knowing and following this Code.

Board adoption

This policy was adopted by the Board of Directors of THRIV3 (Indigenous Corporation) and takes effect from the date recorded below. It will be reviewed at least every 12 months, and earlier if legislation, ORIC or ACNC requirements, or funding conditions change.

Adopted on: 25/07/2026