



STATEMENTS OF CORE VALUES

Why We Have a Statement of Values?

We are drawn to Heartdancers for many reasons. It could be for our shared values, our common interests in the art forms and wellness disciplines we practice, certain population or community groups we choose to service, or because of the diverse ethnic and cultural background each of us represent. Those commonalities bring us together to work on interesting, challenging and dynamic projects and creations.

We are all responsible for making Heartdancers a successful and great place to work. We do this through our decision making, actions, the quality of our work, and our commitment to our donors, funding bodies, client and partner organisations, and the communities we serve.

Our Statement of Values defines the standards of behaviour and boundaries that are the foundation of everything we do at Heartdancers and serves as a guide to better our decision making in our pursuit of our collective vision and individual goals.

Our Statement of Values is a reflection of our commitment to high standards. It helps us create and deliver great programs to the communities; attract passionate and talented people; and give confidence to our donors, partner and client organisations.

Who Must Follow Our Code?

We expect all our Board members, executive director, volunteers, artists, students undertaking placement experience to know and follow the Statement of Values. Failure to do so can result in a disciplinary action. Repeated breach of the Statement of Values can result in a termination of working relationship with Heartdancers.

What If I have a Code Related Question or Concern?

If you have a question or concern, you can contact the [Board of Directors] to discuss. You can also submit a question or raise a concern of a suspected violation of our Statement of Values (on a confidential basis if you require) with the [Board of Directors].

1. Support Each Other

Values and Ethics

We behave honestly and with integrity. Treat everyone with respect and courtesy and without harassment of any kind. Act in a non-discriminatory and non-judgemental manner that promotes a harmonious working environment and treat everyone with dignity, respect, courtesy and fairness.

Be inclusive

We welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any race, ethnicity, culture, national origin, sexual orientation, gender identity and expression, age, religion, and mental and physical ability. For Heartdancers, inclusivity also means respecting the beliefs and values of the people no matter how different they may be from ours.

Turn differences into strengths

We welcome and support people of all backgrounds and identities. We believe in finding strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. It may be an opportunity for us to learn new things and expand our horizons.

Be considerate

We all depend on each other to do the best work we can. We won't all agree all the time, but disagreement is no excuse for inconsiderate behaviour. An environment where people feel understood and supported fosters productivity and creativity.

2. Ensure Professional Integrity

Duty of Care

Act with care and diligence while working with Heartdancers team members, our client and partner organisations, donors, funding bodies and members of the community.

Maintaining Confidentiality and Privacy

Ensure discussions of any personal or commercial matters concerning our program participants are conducted discretely to protect confidentiality, and only with those who have a legitimate reason to be involved.

Avoid a breach of privacy in the collection and distribution of information. Store securely any private, confidential or sensitive, and only discuss with people authorised to have access to it, either within or outside Heartdancers.

Maintaining Professional Boundaries

Respect Professional boundaries. Maintain professional boundaries with our program participants, or other Heartdancers people or stakeholders. Do not engage in any inappropriate relationship or sexual contact. Seek guidance from the [Audit Committee] if in doubt about what is appropriate or inappropriate.

Representing Heartdancers as Volunteer or Contractor (Cultural Educator/ Artists)

When you run classes, workshops and events for Heartdancers you represent our organisation. Behave fairly and ethically for all business opportunities. Under no circumstances seek, make, offer or accept individual business opportunities while you are representing Heartdancers.

Representing Heartdancers on Social Media

Always upholding the reputation of Heartdancers while posting or commenting anything in social media regarding Heartdancers content/team members.

Commitment to Child Wellbeing

At Heartdancers, we commit to the wellbeing of children and are regarded as positive role models to children and their community. We treat all children with respect and speak with them using positive and affirming language. We provide opportunities for children to be empowered through decision-making and participatory learning.

Do not engage in the following disrespectful behaviour towards children and report immediately if you become aware of such behaviours by others:

- Engage in rough or abusive physical behaviour;
- Touching a child in a manner considered inappropriate in the context of a program / activity;
- Isolating or make inappropriate comments to children regarding their background, religion, appearance or appearance;
- Taking and/or publishing unauthorised photos or videos of a child without prior parental or guardian consent; and
- Working with children while under the influence of alcohol or other drugs

Cultural Intellectual Property and Copyright First Nation Cultural Educators

Indigenous cultural intellectual property (ICIP) is a right that Indigenous people have to protect their traditional art and culture. ICIP covers many things, including: "Traditional knowledge, cultural practices, spiritual knowledge, ancestral material and languages.

In order to respect ICIP we have incorporated these ten principles:

- Respect
- Self-determination
- Consent and consultation
- Interpretation
- Cultural integrity
- Secrecy and privacy
- Attribution
- Benefit-sharing
- Maintaining Indigenous culture
- Recognition and protection

We need to apply all the above principles when engaging with First Nations Cultural educators or when using any cultural resource.

Maintain a Safe Work Environment

Protect yourself and others in the workplace / program delivery setting from reasonably anticipated harm.

Be fit for work when performing your duties. This includes not being under the influence of alcohol or illicit drugs, and not being impaired by medications (prescribed or otherwise).

Gifts

Declare any invitations, gifts, money or other benefits that are offered or received through working at or with Heartdancers.

3. Obey the Law

Follow reasonable and lawful instructions. Comply with all applicable Australian laws. Report any situation where a person is being, or has been, harmed or abused or that may indicate other improper or unlawful conduct.

Self-Disclosure

Immediately notify Heartdancers team if you are charged with, or convicted of, a criminal offence that could interfere with or impact on your role with Heartdancers, including the reputation of Heartdancers, or if any professional certification or licence required for your work is suspended or cancelled.

Not Providing False or Misleading Information

Not provide false or misleading information in response to a request for information that is made for official purposes.

4. Avoid Conflict of Interest

Definition

Conflict of interest will arise if your obligation to further Heartdancers' charitable purposes is at odds with your own interests which may influence your decision making. When you are in a situation in which competing loyalties could cause you to pursue a personal benefit for you, your friends, or your family at the expense of Heartdancers, you may be faced with a conflict of interest.

When considering a course of action, ask yourself whether the action you're considering could create an incentive for you, or appear to others to create an incentive for you, to benefit yourself, your friends or family, or an associated business / organisation at the expense of Heartdancers. If the answer is "yes," the action you're considering is likely to create a conflict of interest situation, and you should take steps to avoid it.

A conflict of interest is a *condition* or *situation*. A conflict of interest is not in and of itself illegal or unethical. The legal and ethical problems arise when a conflict of interest situation is not appropriately addressed and inappropriate decisions or actions occur. Think laterally and try to find creative win-win situations if the individual and Heartdancers' interest may re-align.

Suggested Steps

- Be aware and identify potential conflict of interest;
- Thinking laterally if the situation may be avoided or changed so that your interest could re-align with Heartdancers' interest. Have an open discussion with one of the [Board members or the Audit Committee];
- If conflict of interest cannot be avoided or re-aligned, disclose the conflict of interest [in a disclosure form];
- The Board determines how the situation is best managed (e.g. If a board member is affected, he/she may not be able to participate in the subject matter discussion and/or voting. If a volunteer is affected, he/she may be transitioned to another program);
- The Board documents the decision

Example

An artist member is planning to apply for a grant under Heartdancers for creating an art therapy program for children living with autism. The artist is also considering using the same program for the promotion of another organisation she is involved with.

This presents a conflict of interest situation. The artist becomes aware of the potential conflict of interest and has a discussion with the Board. Two possible solutions came up during the discussion: a) the artist applies the grant under Heartdancers and nominate the other organisation as an official partner organisation in the grant application; or b) the artist applies the grant under her personal name with Heartdancers being the auspicing organisation.

The artist chose the first option and the conflict of interest situation is no longer present. However if the above-mentioned alternatives are not deemed viable options, then the

conflict of interest remains present and such needs to be recorded and the artist may not apply for the grant under Heartdancers.

5. Responsible Use of Heartdancers Resources and Information

All members of Heartdancers have a duty to protect and look after equipment, instruments and other Heartdancers' resources. All items are required to be returned to Heartdancers at the earliest possible time after finishing use.

Only access information, hard or soft format, when you have a legitimate purpose. Protect any private, confidential or sensitive information or documents and prevent release to unauthorised persons. Always maintain transparency with the Heartdancers team regarding using any content or resources which has been created/owned/sponsored/partnership by Heartdancers.