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AS 8002–2003

(Incorporating Amendment No. 1)

Australian Standard™

Organizational Codes of Conduct



Standards Australia

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Australian Council of Superannuation Investors
Australian Federal Police
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Organizational codes of conduct

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PREFACE

This Standard was prepared by the Standards Australia Committee MB-004, Business Governance.

This Standard incorporates Amendment No. 1 (November 2004). The change arising from this Amendment applies to the Committee representatives list on the inside front cover of this Standard.

The objective of this Standard is to provide essential elements for establishing, implementing and managing an effective organizational Code of Conduct.

This Standard is part of the Governance series which comprises:

- AS 8000 Good governance principles
- AS 8001 Fraud and corruption control
- AS 8002 Organizational codes of conduct (this Standard)
- AS 8003 Corporate social responsibility
- AS 8004 Whistleblower protection programs for entities

This Standard recognises that there are general laws in place regulating how to comply with organizational codes of conduct. The intention is not to cut across the law, but enhance the legislation. If there is any doubt as to a potential conflict between the law and this Standard, seek professional advice.

This Standard complements existing guidelines produced by IFSA, ASX Corporate Governance Council and suggest the reader follows up these references for guidance as appropriate.

The term 'informative' has been used in this Standard to define the application of the appendix to which it applies. An 'informative' appendix is only for information and guidance.

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STANDARDS AUSTRALIA

Australian Standard
Organizational codes of conduct

SECTION 1 SCOPE AND GENERAL

1.1 SCOPE

This Standard sets out essential elements for establishing, implementing and managing an effective organizational Code of Conduct within an entity.

This Standard can be used as a practical management guide for corporations, government and non-government agencies alike, to develop, promote and implement standards of behaviour.

1.2 OBJECTIVE

The purpose of this Standard is to—

- (a) provide the mechanisms for an entity to establish and maintain an ethical culture through a committed, self regulatory approach; and
- (b) provide a framework for an effective Code of Conduct program, the performance of which can be monitored and assessed;

in order to act as a deterrent against misconduct.

1.3 REFERENCED DOCUMENTS

The following documents are referred to in this Standard:

AS	
3806	Compliance programs
8000	Good governance principles

1.4 DEFINITIONS

For the purpose of this Standard, the definitions in AS 8000 apply.

1.5 REGULATORY FRAMEWORK

A Code of Conduct is an important management tool which can positively shape the culture of an entity. A Code of Conduct sets out the standards of behaviour expected of staff in an entity and should help them to solve ethical dilemmas they face at work.

A Code of Conduct is an important element in setting standards aimed at preventing corrupt and illegal practices within an entity and, as such, is a necessary ingredient in the corporate governance of an entity.

An effective Code of Conduct can result in—

- (a) more effective compliance with relevant laws;
- (b) more effective management; and
- (c) maintenance of the integrity and reputation of the entity.