

# APPENDIX 5

## *Code of Conduct*

### **CODE OF CONDUCT FOR COMMISSIONERS, OFFICERS AND EMPLOYEES OF THE ETHNIC AFFAIRS COMMISSION**

1. Commissioners, officers and employees of the Ethnic Affairs Commission of NSW ('the Commission') will perform their duties impartially and will be fair and honest in their official dealings with their colleagues and the public.
2. It is the duty of Commissioners and officers to declare to the Chairman of the Commission ('the Chair') situations in which their private interests, whether pecuniary or otherwise, conflict or might reasonably be thought to conflict with their official dealings with their colleagues and/or the public.
3. A Commissioner, Commission officer or employee who holds any office or position of trust or responsibility in a company or other organisation, whether or not it is an office of profit, or has any pecuniary or personal interests in such an organisation, will disclose the relevant particulars of such office, position or interest to the Chair.
4. The Chair or a Commissioner will declare to a meeting of the Commission any interest she/he may have which is relevant to a matter under discussion.
5. In the case of officers or employees, the Chair will inform the officer or employee if she/he considers that a matter is likely to involve the officer in a conflict of interest and the officer will then withdraw from any discussion and take no part in preparation of further advice on the matter.
6. Commissioners, officers and employees will not use information obtained in the course of their official duties to gain a pecuniary or other advantage for themselves or for any other person or organisation.
7. Commissioners, officers and employees will not solicit or accept from any person any remuneration or benefit for the discharge of the duties of their office.
8. The Chair, officers and employees will follow the NSW Public Sector Code of Conduct issued by the Premier's Department in December 1991.
9. Commission papers, discussions and decisions will be treated as confidential by Commissioners, officers and employees. They will not make known the contents of the Commission's papers or discussions or decisions unless specifically requested to do so by the Chair, or by resolution of the Commission or with the prior approval of the Chair. At other times decisions of the Commission will be made known by the Chair and where appropriate after approval by the Minister.
10. Any Commissioner who stands for election to the State or Commonwealth parliament shall seek leave of absence from the Commission from the date the writs are issued until the return of the writs. Any Commissioner on such leave of absence shall not act or speak in any way as to suggest that their candidacy carries the endorsement of the Commission. If elected to Parliament, the Commissioner will resign from the Commission.

## CODE OF CONDUCT FOR INTERPRETERS AND TRANSLATORS\*

Interpreters and translators are expected to:

- Act in accordance with standards of conduct appropriate to a professional, including being polite and courteous at all times and refraining from behaviour that would reasonably be regarded as unprofessional or dishonourable.
- Maintain confidentiality and not disclose information acquired in the course of their assignments.
- Only undertake work that they are competent to perform.
- Remain impartial and neutral in all situations and not allow personal opinion to influence their performance.
- Take reasonable care to be accurate.
- Take full responsibility for the quality of their work.
- Complete interpreting and translating assignments they have accepted and acknowledge and promptly rectify their own mistakes.
- Continually strive to maintain, upgrade and update their level of professional knowledge and skills.
- Ensure they do not take personal advantage of any information obtained in the course of their work nor accept or solicit any present, gift or other consideration, benefit or advantage.
- Frankly disclose any possible conflict of interest.
- Be punctual at all times and remain until the assignment is completed. Adhere to deadlines. In emergencies, advise clients promptly.
- Respect and support their fellow professionals.
- Ensure they do not seek to solicit work directly from a client.
- Ensure they do not canvass or advertise their services in a private capacity in any matter which would tend to lower the status of, or bring discredit on, the profession.
- Ascertain beforehand what will be required of them and make the necessary preparations for all interpreting and translating assignments.
- It shall be a breach of this code if an interpreter is found guilty of infamous conduct in a professional respect (as defined in the courts of law) or be convicted of a felony or other crime punishable by imprisonment.

\* based on AUSIT Code of Ethics and EAC Interpreter Code of Ethics.