

LASER ETHICS POLICY

PURPOSE

The UNA LASER Ethics Policy aims to give our executive and volunteer members guidelines and sets out our approach to important matters relating to roles and responsibilities, internal and external relationships, conflicts of interest, fraud prevention, communication and the use of LASER resources, including data. As a civic society organisation, UNA LASER trusts you, LASER's executive, members and supporters, to use your better judgment and to support LASER's core values in your conduct.

UNA LASER also wants to provide you with a guide to fall back on if you're unsure about how you should act (e.g. in cases of conflict of interest). We will also use this policy to guide ethical behaviour.

SCOPE

This policy applies to all members of the LASER Executive Committee, members and supporters.

OUR CORE VALUES

We base our code of ethics on common principles of ethics and our UNA LASER values:

Respect for others

It is mandatory to respect everyone we interact with. Be kind, polite and understanding. We must respect others' personal space, opinions and privacy, including their personal information. Any kind of violence is strictly prohibited. We should not harass, victimise or mistreat others.

Integrity and honesty

Integrity and honesty are fundamental to what we do; building trust with our members, branches/groups, colleagues across the UNA community, and partners; promoting honest, fair, truthful and open communication at all times.

Managing Conflicts of interest and Conflicts of loyalty

A conflict of interest or conflict of loyalty arises when someone's personal relationships, financial interests, commitments or loyalties to a group or organisation could, or could be perceived to, prevent them from acting in the best interest of UNA LASER. Once someone realises that they might have a conflict of interest or loyalty, they must ensure that it does not affect their behaviour by declaring it to the EC and, if necessary, withdrawing from the relevant discussion, decision or activity. It is critical to be open and transparent. Concealing a conflict of interest or loyalty can lead to self-interest-motivated behaviour. This may occur whenever interest in a particular subject leads anyone of us to actions, activities or relationships that undermine our rights, due processes and ethical values. This includes situations like using any position's authority for personal gain or exploiting LASER resources to support personal pursuits and business. If it turns out any member has, or has created, a conflict of interest, without declaring it, a confidential warning will be instigated by the Chair. If appropriate, the Executive Committee may decide on further action.

Diversity, Equity and Inclusion (DEI)

We must encourage difference in gender, age, race, ethnicity, religion, socio-economic status and religion in our administration and membership. We must treat stakeholders fairly in allocation of resources and opportunities to succeed in their roles, and strive to facilitate full participation and contribution to UNA LASER's programme of work and initiatives.

Fairness

We must not act in a way that exploits others, undervalues their hard work or disproportionately criticises their mistakes. We should give everyone equal opportunity and speak up on unethical and unfair behaviour when someone else doesn't. We must be objective when making decisions that can impact other people, and must be sure that we can justify significant decisions with written records or rationale. When exercising authority, we must be fair and avoid favouritism.

Lawfulness

We are all obliged to follow all laws which apply to our enterprise. Everyone is covered by our Data Privacy Policy and we must not abuse, forge, falsify or endanger information about members, colleagues, volunteers and other stakeholders.

Accountability

People with accepted positions of responsibility within LASER need to be prepared to account for their actions and decisions. This is because LASER is a team effort and its achievements depend on everyone carrying out their commitments or explaining in good time if there are problems.

Teamwork

Many of us will get to work autonomously and be focused on our own projects and responsibilities, but should also be ready to work effectively with others. We should be aware of how our behaviour impacts others in our team and ensure that we enhance our effective teams, rather than cause a distraction or attempt to lower the morale of the team.

Open and Honest Communication

It is important we are all aware of how we communicate with our colleagues and others. Whilst we do not seek to restrict communication between colleagues, and we accept that humour can play an important part in team building it is important to be aware of where boundaries can be crossed. Being aware of one's surroundings, using suitable language and addressing everyone appropriately is expected. It is not acceptable to use deliberately offensive language or language that may denigrate or offend others when dealing with our colleagues and stakeholders. Particular attention should be made to jokes or humor, always ensuring that we do not inadvertently cause offence. We also welcome people pointing out behaviour that is unacceptable or offensive to them and where possible explaining the cause of the offence to further understanding.