

ETHICAL BUSINESS CONDUCT

Autism Spectrum Australia (Aspect) is committed to ethical business conduct in all facets of its work, and strives to be a good corporate citizen in everything it does, from day to day decision-making through to strategic directions and growth. Aspect's business conduct is guided by its Purpose, Vision, Mission, and Values, and put into practice through the Aspect employee Code of Conduct, Aspect Service Charter and our policy documentation framework. It is a responsibility of all Aspect staff and representatives to adhere this policy, and extends to both internal and external impacts of Aspect's operations.

Aspect's ethical business conduct is underpinned by ethical decision-making based on the following principles, which have been developed in respect of the UN Guiding Principles on Business and Human Rights; and the UN Guide for Business on the Rights of Persons with Disabilities.

Aspect's Ethical Business Conduct Principles

1. Aspect operates with honesty, integrity, transparency and respect for all stakeholders and the promotion of their human rights.
2. Aspect utilises inclusive, trauma-informed, culturally-safe, person-centred frameworks and universally accessible frameworks in its dealings with all stakeholders and in consideration of the services we provide.
3. Aspect focusses on social and environmental sustainability, integrity, and abiding by fair practices in its work, business relationships, advocacy, procurement and investments. This includes:
 - a) completing due diligence to assess and mitigate the risk of, or any actual, adverse impacts of these activities on human rights obligations and the environment.
 - b) remediation, restorative and redress processes that are accessible and freely available to address any failings of Aspect's corporate responsibilities; and the risk of adverse impacts on human rights within our supply chains.
4. Aspect commits to maintaining and prioritising quality, legally compliant, safe, accessible, inclusive, fair and non-discriminatory environments for our employees to work, and our students/participants to attend school and services.
5. Within Aspect's procurement, Aspect aims to utilise businesses that promote equality and inclusion. Therefore, if a service or product fulfils a need that is competitive, value for money and meets all due diligence requirements, Aspect will preference businesses that are owned and operated by:
 - a) people on the autism spectrum;
 - b) people with disability;

- c) Aboriginal or Torres Strait Islander people;
 - d) Lesbian, Gay, Bisexual, Transsexual, Queer/Questioning, Intersex, Asexual/Allistic (LGBTQIA+) identifying persons;
 - e) Culturally and Linguistically Diverse (CaLD) communities; and
 - f) minority groups that represent the stakeholders of Aspect schools and services.
6. Aspect maintains accurate, up to date and accountable record-keeping for its operations and financial management, inclusive of any applicable laws for retention, auditing and external reporting or funding obligations.
7. Aspect staff, as well as external individuals, organisations and community groups, are required to comply with legislation and best practices when raising funds on behalf of the organisation to ensure that all fundraising conducted in Aspect's name is carried out ethically. Aspect reserves the right to refuse any gift, including, but not limited to, those that:
- a) break the law, including gifts that discriminate based upon protected diversity attributes.
 - b) do not further the mission or purpose of Aspect.
 - c) inhibit the procurement of gifts from other donors.
 - d) involve actual or potential liability against Aspect's assets or resources.
 - e) are made by a donor with whom Aspect does not desire to be associated because the donor's actions, espoused beliefs, or method of generating funds are inconsistent with the mission of Aspect.
8. Aspect proactively prevents fraud, corruption, illegal conduct or unfair competition practices. This includes through:
- a) managing documented internal control processes for conflict of interests; related party transactions; financial management; asset management; intellectual property and contract management;
 - b) supporting staff reporting and the adherence to Aspect's Code of Conduct;
 - c) providing clear information regarding the costs involved in Aspect's schools and services, and the use of donations and bequests;
 - d) equal employment, retention and promotion opportunities;
 - e) access to and the use of private, personal and corporate sensitive information;
 - f) compliance with fair competition, promotion and fundraising laws; and
 - g) independent external body financial auditing.



9. Aspect actively encourages anyone to speak up, seek help and report, if anything within Aspect's conduct does not meet these principles. Retaliation and retribution are prohibited, and those that speak up, including whistleblowing, will be protected and supported. Any reports of Aspect's conduct failing to meet these principles will be investigated, following procedural fairness protocols and based on a system of facts and data. Where required, corrective action is taken as soon as possible.

External Framework

The Ethical Business Conduct policy illustrates Aspect's adherence to the:

- NDIS Practice Standards (2018) and NDIS Code of Conduct, specifically within the NDIS Practice Standards & Quality Indicators:
 - Core Module: 1. Rights and Responsibilities, under the relevant Outcomes.
 - Core Module: 2. Provider Governance and Operational Management, under the relevant Outcomes.
 - Core Module: 3. Provision of Supports, under the relevant Outcomes.
 - Core Module: 4. Support Provision Environment, under the relevant Outcomes.
 - Supplementary Module: 2. Specialist Behaviour Support Module, under the relevant Outcomes.
 - Supplementary Module: 2a. Implementing Behaviour Support Plans, under all Outcomes.
 - Supplementary Module: 3. Early Childhood Supports, under the relevant Outcomes.
 - Supplementary Module: 4. Specialist Support Coordination, under the relevant Outcomes.
- Disability Standards for Education (2005), specifically:
 - Part 3: Making Reasonable Adjustments.
 - Part 10: Exemptions.
- NESA Registered and Accredited Individual Non-government Schools (NSW Manual), specifically:
 - 3. Requirements for Registered Non-government Schools, under requirements for Facilities; Buildings and Premises; Safe and Supportive Environments and Financial Viability.
- Standards for Registration and Review of Registration of Schools in South Australia, specifically the relevant quality related criteria for:
 - Standard 1 School Governance.
 - Standard 3 Student Safety, Health and Welfare.



- Australian Human Rights Commission's National Principles for Child Safe Organisations specifically:
 - 1. Child safety and wellbeing is embedded in organisational leadership, governance and culture;
 - 2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
 - 3. Families and communities are informed and involved in promoting child safety and wellbeing.
 - 4. Equity is upheld and diverse needs respected in policy and practice.
 - 5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
 - 6. Processes to respond to complaints and concerns are child focused.
 - 7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
 - 8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
 - 9. Implementation of the national child safe principles is regularly reviewed and improved.
 - 10. Policies and procedures document how the organisation is safe for children and young people.

Legislation References

International

Universal Declaration of Human Rights 1948

National

A New Tax System (Goods and Services Tax) Act 1999
 Australian Accounting Standards (AASB)
 Australian Charities and Not-for-profits Commission Act 2012 (Cth)
 Australian Charities and Not-for-profits Commission Standards 2013 (Cth)
 Australian Human Rights Commission Act 1986 (Cth)
 Australian Securities and Investments Commission Act 2001 (Cth)
 Charities Act 2013 (Cth)
 Competition and Consumer Act 2010 (Cth)
 Corporations Act 2001 (Cth)
 Crimes Act 1914 (Cth)
 Disability Standards for Education 2005 (Cth)
 Education Services for Overseas Students (TPS) Levies Act 2012 (Cth)
 Fair Work Act 2009 (Cth)
 Fringe Benefits Tax Act 1986
 Fringe Benefits Tax Assessment Act 1986
 Income Tax Assessment Act 1936 (Cth)
 Income Tax Assessment Act 1997 (Cth)
 Modern Slavery Act 2018 (Cth)



National Construction Code 2022
National Disability Insurance Scheme Act 2013 (Cth)
National Disability Insurance Scheme Amendment (Quality and Safeguards Commission and other measures) Bill 2017 (Cth)
National Standards for Disability Services 2014 (Cth)
Online Safety Act 2021 (Cth)
Privacy Act 1988 (Cth)
Privacy Amendment (Enhancing privacy protection) Act 2012 (Cth)
Privacy Amendment (Private Sector) Act 2000 (Cth)
Spam Act 2003 (Cth)
Superannuation Guarantee Charge Act 1992 (Cth)
Telecommunications (Interception and Access) Act 1979 (Cth)
Treasury Laws Amendment (Enhancing Whistleblower Protections) Act 2019 (Cth)
Treasury Laws Amendment 2021 Measures No.2) Act 2021 (Cth)

New South Wales

Charitable Fundraising Act 1991 (NSW)
Civil Liability Act 2002 (NSW)
Community Gaming Act 2018 No 60
Crimes Act 1900 (NSW)
Environmental Planning and Assessment Act 1979 (NSW)
Fair Trading Act 1987 (NSW)
Fair Trading Charitable Fundraising Guidelines
Government Information (Public Access) Act 2009 (NSW)
Government Sector Audit Act 1983 (NSW)
Independent Commission against corruption Act 1988 (NSW)
Land Tax Act 1956 (NSW)
Liquor Act 2007 (NSW)
National Parks and Wildlife Act 1974 (NSW)
Payroll Tax Act 2007 (NSW)
Privacy and Personal Information Protection Act 1998 (NSW)
Protection of the Environment Operations Act 1997 (NSW)
Public Finance and Audit Act 1983 (NSW)
Public Interest Disclosures Act 1994 (NSW)
State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017
Surveillance Devices Act 2007 (NSW)
Taxation Administration Act 1996 (NSW)
Workplace Surveillance Act 2005 (NSW)

Victoria

Australian Consumer Law and Fair Trading Act 2012 (Vic)
Charter of Human Rights and Responsibilities Act 2006 (VIC)
Crimes Act 1958 (Vic)
Freedom of Information Act 1982 (Vic)
Fundraising Appeals Act 1998 (Vic)



Gambling Regulation Act 2003 (Vic)
Privacy and Data Protection Act 2014 (Vic)
Protected Disclosure Act 2012 (Vic)
Surveillance Devices Act 1999 (Vic)

South Australia

Fair Trading Act 1987 (SA)
Freedom of Information Act 1991 (SA)
Gaming Offences Act 1936 (SA)
Lotteries Act 2019 (SA)
Surveillance Devices Act 2016 (SA)
Whistle blowers Protection Act 1993 (SA)

Australian Capital Territory

Charitable Collections Act 2003 (ACT)
Crimes Act 1900 (ACT)
Fair Trading (Australian Consumer Law) Act 1992 (ACT)
Freedom of Information Act 1989 (ACT)
Human Rights Act 2004 (ACT)
Human Rights Commission Act 2005 (ACT)
Lotteries Act 1964 (ACT)
Public Disclosure Act 2012 (ACT)
Workplace Privacy Act 2011 (ACT)

Queensland

Charitable and Non-profit gaming Act 1999 (Qld)
Charitable Funds Act 1958 (Qld)
Fair Trading Act 1989 (Qld)
Human Rights Act 2019 (Qld)
Information Privacy Act 2009 (Qld)
Invasion of Privacy Act 1971 (Qld)
Right to Information Act 2009 (Qld)
Whistle-blowers Protection Act 1994 (Qld)

Western Australia

Gaming and Wagering Commission Act 1987 (WA)

Northern Territory

Consumer Affairs and Fair Trading Act 1990 (NT)
Gaming Control Act 2011 (NT)
Information Act 2002 (NT)
Surveillance Devices Act 2007 (NT)

