

CODE OF CONDUCT

At the Fiji Commerce & Employers Federation (FCEF), our focus is on our responsibilities to our Members, Stakeholders and to each other. FCEF has a reputation for integrity and ethical conduct.

Good corporate governance requires Employees, Board Members, Council Members, Members and Stakeholders to always act with integrity, honesty and trustworthiness. We require these qualities, as these are the basis for our enduring reputation.

We demonstrate these behaviours in our interaction in any and every FCEF organised meeting and/or event to show our commitment to these values and the acceptance of our responsibilities.

This document sets the standard for how we are all expected to conduct ourselves. Core to the principle of this Policy is that Employees, Board Members, Council Members, Members in general and Contractors, act with integrity and ethically at all times.

This document sets standards to ensure we all always do the right thing. It applies to everyone who works for/with FCEF whether they are Board Members, Council Members, Members in general and Contractors.

Actively applying the principles of the Code is integral to the ongoing success of the Federation. It is the responsibility of each Employee, Board Member, Council Member and Stakeholder to maintain the highest standards of ethical behaviour.

Finally, should there be any element of the Code which you do not understand you should contact the CEO for Guidance.

OUR VALUES

PRACTISING Excellence

- Partnership – Doing things together;
- Respect – Reverence;
- Accountability – Being responsible and answerable;
- Caring – kind, thoughtful, gentle, helpful, considerate;
- Trust – Belief, hope, conviction;
- Innovation – Invention, revolution;
- Communication – Message, statement;
- National Diversity & Inclusiveness – Variety and exhaustiveness;
- Governance – Correct process;
- Excellence – Brilliance and distinctness;
- Success – Achievement, triumph;

VISION

Fiji's Premier Employers' Organization, promoting excellence in commerce and leadership.

POLICY:		CODE OF CONDUCT
Approval Date;	05 November 2020	
Approved by;	FCEF CEO	

MISSION

To provide the Employers of Fiji with the knowledge, understanding and capability to maintain the best possible labour relations while seeking to grow their businesses and the economy by encouraging the Government to provide the environment for the private sector to prosper.

WHAT IS EXPECTED OF EVERYONE?

Integrity

Integrity means doing what is right. By acting with integrity, we reflect positively on the image and reputation of FCEF.

We all want to do what is right for ourselves and FCEF and the Code helps guide us as it defines how we conduct ourselves as representatives of FCEF.

It addresses our responsibilities to FCEF, to each other, to our Members, and Stakeholders.

CONSIDER YOUR ACTIONS & ASK FOR GUIDANCE

If you are ever in doubt about a course of conduct, ask yourself the following:

- Is it consistent with the Values of FCEF?
- Is it ethical? Is it legal?
- Will it reflect positively on me and FCEF?
- Would I want to read about this as a negative story on social media or in the newspaper? If your answer is "No" to any of these questions – **don't do it**. If you are still uncertain **ask the President or the CEO for guidance**.
- If in doubt seek guidance from the President or the CEO, **because ignorance is no longer an excuse**;

WHEN PERFORMING YOUR DUTIES ON BEHALF OF FCEF

Remember you must:

- Comply with all FCEF's policies, procedures and the law;
- Act honestly;
- Be fair and show respect;
- Follow lawful and reasonable instructions;
- Perform your role diligently;
- Act in the best interest of FCEF;
- Respect and use FCEF's resources appropriately;

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CONFLICTS OF INTEREST OR DUTIES

A conflict arises when your private or professional interests or duties conflict directly with your obligations to FCEF. In all work and activities, undertaken on behalf of FCEF, you are required to:

- Avoid personal transactions, situations or activities in which your personal interests actually or potentially conflict with those of FCEF;
- Act in accordance with applicable laws and FCEF standards and policies, including those contained in this Code;
- Protect the property, rights, interests, responsibilities, confidential information and reputation of FCEF;

What must I do if in doubt?

If you have a conflict, or think you may have a conflict, you must immediately report it in writing to the CEO who will discuss (with you) ways of resolving the conflict.

MEDIA ENQUIRIES AND MAKING PUBLIC COMMENT

Media Inquiries

Only the President and/or the CEO may make a comment to the media on behalf of FCEF. All media inquiries must be referred to the President or the CEO.

Public Comment

Anyone intending to make a public comment must receive prior written approval from the President or the CEO before making a public comment, if:

- You are giving a speech or presentation as part of your role or relationship with FCEF.
- The speech or presentation describes your work with FCEF; or
- You are formally identified at the event as a Representative of FCEF.

Employees or Board Members wishing to speak at public functions, or write articles, may do so in their personal capacity but NOT as a representative of FCEF. The conditions are:

- Confidential material is not divulged;
- Logos are not used without permission; and
- Where necessary, the Individual must indicate that they are not speaking as a representative of FCEF.

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SOCIAL MEDIA

Social Media is the term commonly given to websites, online tools and other Interactive Communication Technologies (ICT) which allow users to interact by sharing information, opinions, knowledge and interests.

The term covers (but is not limited to) podcasts, 'wikis', message boards, social bookmarking websites, social networking websites (e.g. Facebook), instant messaging services (e.g. Messenger and Twitter) and content sharing websites (e.g. YouTube) or similar.

It is important that all Employees, Board Members, Council Members and Members:

- Keep in mind that what you publish will be public for a long time;
- Remember that you are responsible for the content you publish and you are required to respect FCEF's copyright, and confidentiality of our information;
- Remember that if you represent yourself as an FCEF employee or Board Member, make it clear that you are speaking for yourself and not on behalf of FCEF,
- Do not cite or reference our Members without their approval;
- Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in, or would bring disrepute to FCEF;

BREACHING THE CODE

The Code sets standards of behaviour expected from everyone who performs work for or claims to be part of FCEF – Board Members, Council Members, Members in general, Employees and direct individual contractors.

Compliance with the Code will be monitored by the Board and the CEO, and a breach of the Code will attract a sanction which can range from counselling to immediate termination of employment without any prior notice or payment in lieu, for Employees or suspension from the Board for Board Members or, suspension of Membership for Members.

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