

<b>Policy Title</b>		CODE OF CONDUCT		<b>Policy Number</b>	HR02
<b>Version</b>	4	<b>Date Approved</b>	18/1/24	<b>Scheduled Review Date</b>	18/1/27

## **Introduction**

Dallas Neighbourhood House (DNH) prides itself on being a welcoming and inclusive organisation where everyone is treated with respect, regardless of their age, gender, ethnicity, culture, religion, ability, sexual preference, socio economic status, views or opinions.

DNH's employees, committee of management, volunteers and students on placement are required to behave in a manner that reflects the mission, culture and legal obligations of the organisation as well as community expectations.

## **Purpose**

The purpose of this policy is to document standards of behaviour required of employees and volunteers that represent DNH.

Employees and volunteers (including Committee of Management and students on placement) at DNH are required to abide by this Code.

## **Policy**

### **Management will:**

- Be responsible for the overall welfare and wellbeing of employees and volunteers; and
- Be accountable for managing and maintaining a duty of care towards employees and volunteers.

### **Employees and volunteers of DNH will:**

- Work towards the achievement of the aims and purposes of the organisation;
- Be responsible for relevant administration of programs and activities in their area;
- Maintain a duty of care towards others involved in these programs and activities;
- Be fair, considerate and honest with others;
- Treat everyone with respect and value their ideas and opinions;
- Promote equity and diversity in the work environment and in the community;
- Be professional in their actions;
- Maintain strict impartiality, ensuring decision making is transparent and consistent;
- Declare and appropriately manage interests that may conflict with their duties;
- Respect the privacy of fellow employees and volunteers and participants, and only disclose information to people who have a need to know;
- Treat all facilities, equipment and materials with care and respect;
- Take reasonable care to ensure their own health and safety at work and avoid adversely affecting the health and safety of others; and
- Operate within the policies and guidelines of DNH.

### **No person shall:**

- Shame, humiliate, oppress, belittle or degrade others;
- Unlawfully bully or discriminate against others;
- Engage in any activity with others that is likely to physically or emotionally harm them;



- Accept gifts, benefits or favours that may influence or be reasonable seen to influence your decision making;
- Do anything in contravention of the organisation’s policies, procedures, this Code of Conduct or any related Commonwealth or State legislation.

**Breaching this Code of Conduct**

If you breach this Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with the organisation.

*I have read and understood this Code of Conduct and agree to comply with it.*

\_\_\_\_\_

Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date

\_\_\_\_\_

Name