

6.1 Code of Conduct Policy

1. Purpose

This policy (known as the Code of Conduct) establishes rules and standards regarding behaviour at and associated with Aldinga Community Centre and provides a procedure for dealing with breaches of the Code.

2. Responsibilities

It is the responsibility of the Centre's Board of Management to ensure that the policy and procedures are implemented.

3. Principles

The Code of Conduct is based on the following principles:

- the Centre requires compliance with all laws and with its own policies and procedures
- the Centre believes that respectful, honest and ethical conduct is paramount and builds trust with the community in which the Centre operates, its funders and its partners
- the Centre is committed to promoting respect, honest and ethical conduct by everyone associated with it.

4. Definitions

Board of Management, staff, volunteers, contractors, external organisations and hirers includes, but is not limited to, Council employees based at the Centre, employees of the Centre, service providers, government and non-government agencies, private businesses, contractors, facilitators/tutors and volunteers engaged at the Centre, members of groups, organisations and committees meeting at the Centre and members of the community while on the premises or engaged in Centre-related activities.

The premises - refers to the Aldinga Community Centre and surrounding grounds.

You - refers to all those people listed above.

Act of disorder – a person commits an act of disorder if, while on the premises or in relation to their role at the Centre, they:

- contravene the Centre's Code of Conduct, or
- commit an unlawful act, or
- assault or threaten to assault another person present at the Centre or carrying out Centre business, or
- insult or make personal reflections on or racist comments on another person, or
- say or do anything that is inconsistent with maintaining good order at the Centre in relation to its facilities, activities, services, programs and reputation.

5. Policy

The Centre's Code of Conduct sets the minimum requirements of behaviour for Board members, staff, volunteers, contractors, facilitators/tutors, external organisations and Centre users.

Except in the case of accidental mistakes, ignorance, or extenuating circumstances, there will be no exceptions to the application of this Code.

The Centre will enforce a zero tolerance approach for all breaches of the law as they relate to a person's role at the Centre.

Agreements

All persons will be asked to sign that they have read and understood the code of conduct. A copy of the signed code of conduct will be kept on file.

The Community Development Officer will ensure that Board members, employees, facilitators and volunteers sign the relevant Agreements with the Centre agreeing to comply with the Centre's Code of Conduct.

The Centre requires that each contractor, external organisation or service provider using the Centre sign and actively implement the Code of Conduct whilst conducting their activities at the Centre. The Community Development Officer will provide each organisation with a Hire Agreement and copy of the Code of Conduct prior to their use of the Centre. The Hire Agreement requires that organisations sign off that they have read and understood the Code and that they will actively implement it while using the Centre.

The Community Development Officer will ensure that plain English summaries of the Code of Conduct are posted around the Centre and that it is mentioned on enrolment forms for Centre users.

Everyone – General Conduct

You must treat others with dignity, respect, sensitivity and fairness.

You must act lawfully, honestly and exercise a reasonable degree of care and diligence in your dealings with the Centre.

You must conduct yourself in a manner that most people would find reasonable and that does not interfere with other people's safety or enjoyment.

You must avoid behaviour that could constitute an unlawful act or an act of disorder.

Specifically, you must avoid conduct that:

- breaches any laws or regulations, the Centre's Policies or Procedures or this Code of Conduct
- damages the reputation of the Centre
- is an abuse of power
- causes, comprises or involves intimidation, harassment or abuse

- causes, comprises or involves discrimination, disadvantage or adverse treatment of others.

You have the right to question any decision or instruction which you think may be unethical or unlawful. If you are uncertain about an action or decision, you should seek further advice.

Everyone - Conflict of Interest

A conflict of interests exists when you could be influenced, or a reasonable person would perceive that you could be influenced, by a personal interest in your dealings with the Centre or people involved with the Centre.

When considering whether or not you have a conflict of interest, it is always important to consider how others would view your situation.

You must seek to resolve any conflict or incompatibility between your private or personal interests and the impartial performance of your community or professional duties. This includes declaring the actual (or perceptible) conflict to the Board of Management or another relevant person (usually the Centre's Community Development Officer).

Everyone - Access to information and resources

You must:

- protect confidential information
- only access the information needed for your role
- not use confidential information for any non-official purpose
- only release confidential information if you have authority to do so
- only use confidential information for the purpose it is intended to be used
- only release other information in accordance with established policies and procedures and in compliance with relevant legislation
- not use information for personal purposes.

Everyone - Use of Centre resources

You must use the Centre's resources ethically, effectively, efficiently and carefully and must not use resources for private purposes without permission of the Board or the Community Development Officer.

Everyone – Reporting suspected breaches

You should report suspected breaches of this Code of Conduct to Centre's Community Development Officer or the Board of Management who will act in accordance with the approved Procedures.

Board of Management

Board members have special responsibilities to serve the best interests of the Centre and to discharge their duties conscientiously and to the best of their ability.

Board members are expected to make themselves familiar with the *Centre's Roles and Responsibilities Matrix*.

Board members are expected to:

- act honestly at all times in the performance and discharge of their official functions and duties
- perform and discharge their official functions and duties with reasonable care and diligence at all times
- not release or divulge information that the Board has ordered be kept confidential, or that the Board member should reasonably know is information that is confidential, including information that is considered by the Board in confidence
- not exercise or perform, or purport to exercise or perform, a power, duty or function that he or she is not authorised to exercise or perform
- not attempt to improperly direct a member of staff or a volunteer to act in their capacity as an employee or volunteer for an unauthorised purpose
- ensure that relationships with external parties cannot amount to interference by improper influence, affecting judgement, decisions and/or actions.

Board members have an obligation to consider issues consistently, promptly and fairly. This involves dealing with matters in accordance with the Centre's policies and procedures.

Board Members must take all relevant facts known to them, or that they should be reasonably aware of, into consideration and have regard to the particular merits of each case, when making decisions that affect operations of/at the Centre.

If a Board member is unsure about the ethical issues around an action or decision they are about to take, they should consider these five points:

1. Is the conduct or decision lawful?
2. Is the conduct or decision consistent with the policies, and procedures of the Centre and with the Centre's Code of Conduct?
3. What will the outcome be for the community, volunteer or contractor, relevant service provider, agency, organisation, committee or group, the Centre and any other parties? Do these outcomes raise a conflict of interest or lead to private gain or loss at community expense?
4. Can the conduct or decision be justified in terms of the community/public interest and would it withstand public scrutiny?

Board members have the right to question any proposal, decision or action which they think may be unethical or unlawful. If they are uncertain about a proposal, action or decision, they should seek further advice.

6. Approvals

	Policy	Procedure
Approving Authority	Board of Management	Board of Management
Approval Date	21 st September 2017	21 st September 2017
Next Review Due	September 2018	September 2018