



Employee/ Volunteer Code of Conduct and Ethics Statement

This Employee/Volunteer Code of Conduct and ethics statement outlines the required standards of behaviour and practice by employees in undertaking their role with **Supporting And Linking Tradeswomen INC**



Statement of Ethics

As employees or volunteers of Supporting And Linking Tradeswomen, we have significant influence in developing an informed, dynamic and democratic society by providing experiences that inspire and facilitate learning and a better understanding of acceptance and diversity.

We can do this by promoting an organisational culture of innovative thinking and continuous self- development and by creating a place where people are proud to work.

The values that underpin our work include fairness, respect, integrity and responsibility. We demonstrate these values in our daily work by:

- providing quality services to communities, whether in the primary or high schools, the office or the community
- being consistently honest, trustworthy and accountable
- being courteous and responsive in dealing with others
- being committed to social justice by opposing prejudice, injustice and dishonesty

- making decisions that are procedurally fair to people and which avoid discrimination, for example, on grounds such as gender, race, religion and culture
- promoting dignity and respect by avoiding behaviour which is, or might reasonably be perceived as, harassing, bullying or intimidating
- maintaining professional relationships with: – clients – parents and carers – colleagues, and – business partners
- working collaboratively with colleagues to reach our common goals
- maintaining and developing our professional and work practices
- acknowledging our stakeholders as partners in our work, and
- behaving in ways that advance acceptance and diversity.



Employee/Volunteer Code of Conduct

1. Personal and professional behaviour

- 1.1 Employees/Volunteers are to perform any duties associated with their position in a conscientious, competent and honest manner, consistent with the values of the organisation.
- 1.2 Employees/Volunteers are to treat all others with respect and courtesy, having regard for their dignity and rights.
- 1.3 Employees/Volunteers act fairly and equitably, respecting diversity in the environment which they work in.
- 1.4 Employees/Volunteers prevent and respond to unlawful discrimination against other employees, volunteers, clients and stakeholders.
- 1.5 Employees/Volunteers do not engage in bullying, violence, harassment or any other forms of victimisation.
- 1.6 The personal behaviour of Employees/Volunteers will not bring discredit to the **Supporting And Linking Tradeswomen**, to the work performed by the **Supporting And Linking Tradeswomen** or to fellow staff members. Any complaints or problems about practices at any level should be discussed with the identified officer and appropriate investigation/grievance procedures will be followed, as required.
- 1.7 Employees/Volunteers will remain proficient in their practice and the performance of their duties. Staff will not undertake work beyond their capacity or competence. Staff will protect and enhance the dignity and integrity of their work and the **Supporting And Linking Tradeswomen**
- 1.8 Employees/Volunteers will distinguish clearly between statements and actions made as a private individual and as a representative of the **Supporting And Linking Tradeswomen**
- 1.9 Employees/Volunteers will not exploit work relationships for professional gain or profit. Employees/Volunteers will not exploit clients/customers for personal advantage, nor solicit attendees of the **Supporting And Linking Tradeswomen** for activities resulting in personal gain.
- 1.10 Employees/Volunteers dress and act in public in a professional manner that does not reflect adversely on the organisation or other employees.
- 1.11 Employees/Volunteers use of social media does not compromise the organisation's reputation and does not include derogatory, shaming or other personal attacks towards or about employees, the governing body, volunteers, client or other stakeholders.

2. Accountability

- 2.1 Employees/Volunteers use equipment, facilities and funds for the primary purpose of undertaking organisational duties.
- 2.2 Employees/Volunteers maintain confidentiality of all organisation and personal information obtained during employment and other formal engagement with the organisation, and utilise such information for the purposes of carrying out duties, and not for financial or other benefit, or to take advantage of another person or organisation.
- 2.3 Employees/Volunteers maintain organisation and personal records in accordance with legislative and organisational policy requirements.



- 2.4 Employees/Volunteers ensure all decisions made in the course of their duties are transparent and align with organisational policy and procedures.
- 2.5 Employees/Volunteers understand and comply with organisation policies and procedures.
- 2.6 Employees/Volunteers are responsible for seeking clarification where needed regarding any part of their employment, including details of this Code of Conduct.
- 2.7 Employees/Volunteers take responsibility for reporting conduct by other employees, governing body members or volunteers which contravenes any law, organisational policy and procedures, or this Code of Conduct.

3. Conflicts of interest

- 3.1 Employees/Volunteers declare and manage any potential, actual or apparent conflicts of interests.
- 3.2 Employees/Volunteers do not accept gifts, benefits or favours that may influence or be reasonably seen to influence decision making.
- 3.3 Employees/Volunteers prevent and respond to nepotism and patronage.
- 3.4 Employees/Volunteers manage conflicts of interest in accordance with organisational conflict of interest policies and procedures.

4. Safe Environment

- 4.1 Employees/Volunteers are to perform their duties in a safe and competent manner in accordance with organisational workplace health and safety policies and procedures, and relevant workplace health and safety legislation.
- 4.2 Employees/Volunteers must take care to not put themselves or others at risk or reduce their ability to carry out their duties through unsafe practices, inappropriate behaviours or the misuse of alcohol or drugs.
- 4.3 Employees/Volunteers take action in preventing, identifying and responding to workplace health and safety risks.
- 4.4 All people involved in the care of children or vulnerable people on behalf of Supporting And Linking Tradeswomen will:

- 1. Work towards the achievement of the aims and purposes of the organisation;
- 2. Be responsible for relevant administration of programs and activities in their area;
- 3. Maintain a duty of care towards others involved in these programs and activities;
- 4. Establish and maintain a child and vulnerable persons safe environment in the course of their work
- 5. Be fair, considerate and honest with others;
- 6. Treat children and people with respect and value their ideas and opinions;
- 7. Act as positive role models in their conduct with children and people;
- 8. Be professional in their actions;



9. Maintain strict impartiality;
10. Comply with specific organisational guidelines on physical contact with children and vulnerable people;
11. Respect the privacy of children, vulnerable people, their families and teachers/carers, and only disclose information to people who have a need to know;
12. Maintain a child and vulnerable person - safe environment for children and vulnerable people;
13. Operate within the policies and guidelines of Supporting And Linking Tradeswomen; and
14. Contact the police if a child is at immediate risk of abuse (telephone 000).

No person shall:

1. Shame, humiliate, oppress, belittle or degrade children or people;
 2. Unlawfully discriminate against any child or person;
 3. Engage in any activity with a child or person that is likely to physically or emotionally harm them;
 4. Initiate unnecessary physical contact with a child or vulnerable person, or do things of a personal nature for them that they can do for themselves;
 5. Be alone with a child or vulnerable person unnecessarily and for more than a very short time;
 6. Develop a 'special' relationship with a specific child or vulnerable person for their own needs;
7. Show favouritism through the provision of gifts or inappropriate attention;
8. Arrange contact, including online contact, with children or vulnerable people outside of the organisation's programs and activities;
9. Photograph or video a child or vulnerable person without the consent of the child or vulnerable person and his/her parents or guardians;
10. Work with children or people while under the influence of alcohol or illegal drugs;
11. Engage in open discussions of a mature or adult nature in the presence of children or vulnerable people;
12. Use inappropriate language in the presence of children or vulnerable people; or
13. Do anything in contravention of the organisation's policies, procedures or this Code of Conduct.



What happens if you breach 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.

Grievance Procedures

1. Think about the complaint and be clear about your concern before reporting it.
2. Discuss your complaint with the co-ordinator or Program Manager promptly.
3. If you are not satisfied with the way in which your complaint is handled, discuss this with a more senior person in the organisation and/ or a panel of committee members.
4. Consider your reporting of complaint as a right and your contribution to the maintenance of a quality run organisation.
5. Submit written complaint to be discussed at the next committee meeting.
 - You will receive a written response, confirming receipt of complaint within 7 days.
 - You will also receive a response within 7 days following a committee meeting.



Code of Conduct and Ethics Statement Agreement

I, _____ (employee/volunteer), have read, understand and agree to this organisation Code of Conduct and the Ethics Statement. I commit to the required standards of behaviour and practice as outlined in the Code of Conduct.

Employee/Volunteer signature

Date