



NURTURE + STRENGTHEN + CONNECT OUR COMMUNITY

## CONDUCT POLICY

## CODE OF CONDUCT

The CODE OF CONDUCT represents a commitment to ethical, fair and safe behaviour within LIVEfree PROJECT. The Code gives particular reference to provisions for safe programs with children and young people. It is the responsibility of all workers whether volunteer or paid to uphold this commitment and abide by the standards set out in the Code.

We all have a duty to our organisation, our colleagues and to the community to behave responsibly, ethically and in a manner that reflects well on not for profit organisations.

The Code is positively stated with the expectation of positive response. However, a serious breach of the CODE OF CONDUCT may face disciplinary action. This may include withdrawal from activity volunteering, dismissal or legal action.

## OUR STANDARD OF CONDUCT

### 1. Stay Connected

Make every effort to maintain a strong, personal, healthy holistic relationships with spiritual supports maintained.

Position yourself regularly, even when not delivering programs, in environments that are nominated partners with LIVEfree PROJECT – ie Community and Church

### 2. Be Faithful

Endeavour to live a life of good character, being faithful in commitments and living free of substance abuse.

Care in accordance with the organisations Mission & Vision, Core Values and Core Beliefs.

Endeavour to care intentionally for the organisations, its workers, volunteers and the people to whom you we serve in the community.

Be faithful to roster/work commitments, training requirements, team meetings and policy requirements.

Actively seek to lead people to holistic outcomes through the programs you undertake.

### 3. Bring Honour

Conduct yourself in a way that sets a good example for others and represents the organisation well both inside and outside organisation programs. This includes respectful language, appropriate dress and behaviour. Specifically:

Volunteers & employees are not to engage in any behaviour that could be construed as sexual harassment or sexual misconduct.

Volunteers & employees are not to initiate or become involved in a relationship of a sexual or inappropriate nature with any person to whom s/he is not married (Inappropriate nature means a level of contact and intimacy with a person that goes beyond the bounds of a "normal" social relationship)

It is not acceptable for a volunteer or employee to be the perpetrator of verbal, emotional, physical or sexual abuse (Any reports of this behaviour will be treated seriously and sensitively)

Volunteers & employees are expected to treat all persons with dignity and respect regardless of age, sex, religious affiliation, sexual orientation or personal circumstances

Volunteers & employees are not to engage in any illegal activity or assist persons engaged in illegal activities

It is expected that employees will report to their supervisor any behaviour within the organisation that could be considered illegal or have the potential to seriously affect the good standing of the organisation.

Speak well of the organisation, its staff, and organisations members.

Be a co-operative team member and follow directions given by the staff and/or director

Advise organisation leadership if you are accused or convicted of any criminal offense or if relevant criminal proceedings are pending.

Avoid any conflict between your private interests and your role within the organisation.

It is not appropriate for an employee to use their position for private gain or advantage

Volunteers & employees must declare any interests that could be construed as potentially conflicting with their role in the project to their supervisor

Carry out the responsibilities of your organizational role with integrity.

#### 4. Privacy

Protect the privacy of others. Not all information that may be received in the course of your duties is public:

Organisation workers must not disclose confidential information received in the context of pastoral care to their spouse, family, friends, colleagues or any other person without the consent of the person providing the information, except where disclosure is required by law; or disclosure is clearly in the public interest (such as to avoid the risk of serious injury or harm to any person).

#### 5. Ensure Safe practice

Volunteers & employees are required to comply with OUR POLICIES – CHILD PROTECTION and DUTY OF CARE. When responsible for the supervision of others, volunteers & employees must act with high regard to the duty of care they have over these people, particularly when it comes to minors.