##

**Sample Codes of Conduct**

Our codes of conduct clearly define expected standards of behaviour we have in relation to those associated with <name of organisation>.

We have three codes of conduct to reflect the various levels of responsibility:

1. Code of conduct for organisation workers (paid staff, volunteers, casual workers and Governance Boards)
2. Behavioural expectations for contractors
3. Code of conduct (acceptable standards) for children

**Responding to code of conduct breaches in relation to workers**

1. **Minor Breaches**
2. Breaches which are not serious and which do not result in significant harm will be responded to restoratively.
3. These minor breaches are not serious misconduct and not a breach of civil or criminal law, but still unacceptable behaviour.
4. These would include failing to engage in the practices expected of a worker in this code.
5. As a worker, if you are having difficulty abiding by the code, speak with your team leader or supervisor about receiving help.
6. In some cases it may be necessary to step a person aside from their duties or role whilst this takes place.
7. It is crucial to deal with such matters confidentially and sensitively.
8. Not all workers will understand ‘unacceptable’ behaviours.
9. Even after the code is read and explained, some may be unaware they are exhibiting unacceptable behaviours.
10. Workers need to be open to correction and humble enough to modify behaviours.
11. Even unintentional breaches may require the stepping aside of a person from their duties.
12. **Repeated breaches**
13. Where a leader has been made aware of their behaviour and yet refuses to change.
14. The worker’s supervisor shall meet with them for behaviour review meetings and communicate the required behaviour change. This should require no more than 3 meetings.
15. If behaviour continues, a small group of senior staff or officer-holders are to arrange a meeting to address the behaviour.
16. Stepping aside is appropriate at this point.
17. If the behaviour/s continues beyond this meeting, then respectfully, and upholding confidentiality, the person will be stood down for a set period.
18. They will be offered help in changing their behaviour via counselling if they are willing.

NB. Written notes of all meetings to be carefully taken and a copy given to all parties.

**Serious misconduct**

1. Allegations of serious misconduct including abuse and criminal activity (Definition in the Safe Community Framework -Appendix) need to be managed according to your organisation's disciplinary process.
2. This will include reporting all alleged crime or suspected child abuse to the appropriate authorities.

**Sample Code of conduct for workers**

This code of conduct outlines appropriate boundaries for safe ministry interactions. These are also known as professional boundaries.

It applies to all leaders/workers.

As leaders of this organisation we acknowledge that everyone who attends our organisation needs to be confident that they will be cared for, nurtured and encouraged as they grow, and at the same time, protected from, physical, & emotional harm. Therefore, we commit to the following community standards:

1. **We serve others in the context of healthy relationships by:**
2. Caring for our families, paying attention to the effect of our organisation's programs /events on them
3. treating others with respect, teaching and exercising authority respectfully
4. upholding confidentiality: do not disclose to anyone (including spouse), any confidential information without the consent of the person providing the information (exceptions apply where there is a legal obligation or a duty of care issue)
5. being a team player; cooperating with other leaders, understanding there will be areas that overlap and someone else may have the advice that we need
6. using words that build up; do not ridicule or embarrass people
7. avoiding ongoing counselling of people with whom we have professional relationships
8. making alternative arrangements for any person with whom may develop an appropriate romantic relationship as needed
9. **As Leaders we will:**
10. be accountable to our team, watch out for each other and protect each other’s integrity, e.g. never alone with one child or vulnerable adult
11. act in the best interests of those we serve
12. treat every program participant equally, ‘no favourites’
13. communicate with integrity, including accountable and wise use of electronic communication, commit to following our team guidelines for electronic communication
14. acknowledge when we are out of our depth or do not possess the required skill set in difficult pastoral situations, such as helping a victim of abuse, or a person who needs professional counselling, and seek help from a supervisor or senior leader
15. not take property belonging to others, including intellectual property (copyright)
16. not knowingly making false, misleading, deceptive, or defamatory statements
17. not engage in bullying, emotional abuse, harassment, physical abuse, sexual abuse, sexual grooming or spiritual abuse of any person, including your own family
18. not act violently or intentionally provoke violence
19. be responsible in our use of addictive substances (e.g. prescriptions/ alcohol)
20. not use any prohibited substance
21. not engage in sexual misconduct (see definition in Safe Community Framework – Appendix)
22. act with financial integrity, including having accountable and transparent systems in place for financial matters
23. not seek personal advantage or financial gain from a position, other than in wages, recognised allowances and deductions
24. disclose to the organisation's leadership if we are or have been investigated for any criminal offences or have any knowledge of serious criminal activity

As a worker of <name of organisation>

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

agree to uphold the standards of behaviour in this code of conduct for workers.

SIGNED:

DATED:

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Legal advice may need to be sought when responding to individual incidents.

**Behavioural expectations for contractors**

We expect our all contractors and guests to be and act safely.

We expect all contractors to do the following:

1. Respect the rights of all people to a safe and friendly organisation
2. Take all reasonable care for their own health and safety
3. Take responsible care that their actions do not adversely affect the health and safety of others at our premises
4. Comply with all reasonable instructions from the organisation’s leadership
5. Comply with relevant employment, usage, visitor’s conditions as communicated
6. Report all safety concerns immediately to the organisation's office as soon as practicable

This set of behavioural expectations should be communicated in signage and on sign-in forms for contractors. This set of behavioural expectations may form part of a wider Work Health and Safety set of expectations for site safety.

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**Code of conduct (acceptable standards) for children**

We will afford children an opportunity to have a ‘voice’ in the establishment of acceptable standards of behaviour at the beginning of a program (year/term/week).

We will hold a “boundaries” session with the children to allow them to participate in establishing appropriate behavioural boundaries.

The following is a template for signage in relation to acceptable behaviours or ‘rules’ for younger children (5-10 years). It is important to set boundaries together, or refer to the ‘rules’ for the program, at the beginning of the program.

The template may also be used in a session where leaders work with the children to agree to these standards/boundaries together. For teenage children, the standards/boundaries will need to be adjusted as appropriate for their age.

|  |
| --- |
| **We will:*** Treat each other kindly
* Join in and try our best
* Follow leaders' directions
* Stay where we can be seen by our leaders
* Let our leader know if we feel unsafe, upset or unwell
* Let our leader know if someone else is hurt
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