



Mobile: 0401 739 629

Email: aclubforkids1@gmail.com

Code of Conduct (employees/volunteers)

A Club For kids Code of Conduct aims to:

- Set out the minimum standards of conduct required of all A Club For Kids employees and volunteers
- Direct employees and volunteers to other relevant policies and documentation related to the Code of Conduct
- Explain the consequences of breaching the Code of Conduct

This Code of Conduct is not intended to be extensive as it is difficult to anticipate and document every behaviour which may be considered appropriate or inappropriate. In addition to complying with the Code of Conduct and all supporting policies, procedures and standards, we expect our people to consider the A Club For Kids values in determining what constitutes appropriate conduct in the workplace.

A Club For Kids recognises that a positive work environment internally, and strong relationships with our customers and communities externally, cannot be achieved without appropriate conduct being displayed, encouraged and enforced amongst our people. Employees and volunteers of A Club For Kids are required to act in accordance with this Code of Conduct, all relevant policies and procedures, the relevant industrial agreement and / or their contract of employment, relevant legislation at all times.

Manager Responsibilities

Managers and Supervisors have additional responsibilities in supporting the Code of Conduct.

Managers and Supervisors are responsible for:

- implementing training and awareness raising
- strategies regarding the Code of Conduct when required
- Responsible for role modelling the behavioural standards outlined in the Code of Conduct
- Responsible for addressing any instances of non-compliance with the Code of Conduct
- Ensuring compliance against the Policy.



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Personal & Professional Conduct

We will:

- Ensure our personal and professional conduct conforms to the standards that could reasonably be expected of us at all times.
- Follow any lawful and reasonable direction made by A Club For Kids.

We will not:

- Engage in conduct which has the potential to damage A Club For Kids interests or reputation.

Compliance with the law

We will:

- Comply with the laws, regulations and codes relevant to our duties
- Comply with the laws of the host location, in addition to Australian laws, when working in a different jurisdiction.
- Advise our Manager if we are charged with a criminal offence which is punishable by imprisonment or, if found guilty, could reasonably be seen to affect our ability to meet the inherent requirements of the work we are engaged to perform.

We will not:

- Engage in criminal activity in the workplace, during working hours or using work equipment or contacts. Criminal activity outside of working hours may still be deemed a breach of this policy in circumstances including, but not limited to, where the crime impacts on our ability to fulfill the inherent requirements of our role, damages the reputation of A Club For Kids, represents a conflict of interest or is a breach of A Club For Kids policy.



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Interacting with others

We will:

- Treat others with courtesy and respect during all interactions at work (including online / electronic interactions), and during all interactions related to work (which may include social activities).
- Contribute to a workplace environment in which different opinions, perspectives and cultures are valued and encouraged.
- Consider how our conduct might reinforce inappropriate stereotypes based on gender, race, sexual orientation or any other discriminatory ground, and refrain from such conduct.

We will not:

- Discriminate against, harass, bully or victimise colleagues and customers or anyone else we deal with in the course of our employment or engagement with A Club For Kids.

Drug and alcohol use

We will:

- Ensure that we do not adversely affect our work performance or cause any risk to health and safety through the consumption of alcohol or use of other drugs.

We will not:

- Consume alcohol or illicit drugs during the course of employment or engagement with A Club For Kids unless the relevant Manager has specifically authorised alcohol provision or consumption at a particular event or occasion. Where alcohol consumption has been authorised and you choose to consume alcohol, you must drink in moderation and ensure your conduct is in accordance with all Code of Conduct expectations.
- Attend work under the influence of alcohol or illicit drugs.
- Attend work under the influence of prescribed drugs which may impact our ability to safely perform your duties; unless a medical certificate is supplied certifying your fitness for work.





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- Distribute or sell alcohol or drugs during the course of employment or engagement with A Club For Kids.

Personal Presentation

We will:

- Present ourselves in a tidy and professional manner throughout the course of employment or engagement with A Club For Kids, with regard to our position and customer expectations and impressions.
- Wear the prescribed uniform as required, and take reasonable care in maintaining the uniform.

Conflict of Interest

We will:

- Devote the whole of our time and attention during working hours to our duties as an employee or volunteer of A Club For Kids.
- Actively prevent all conflicts of interest between our duties as an employee or volunteer of A Club For Kids and our other/private interests, whether the conflict is actual, potential or perceived.
- Report any actual, potential or perceived conflicts of interest to our Manager at the earliest opportunity.
- Ensure that we comply with the above conflict of interest obligations in all relevant circumstances including, a personal relationship (whether intimate, family or friend) with another employee or volunteer of A Club For Kids, employment outside of A Club For Kids, recruitment and selection processes and supplier negotiations and agreements.

Health and Safety

We will:

- Uphold our health and safety responsibilities in line with our position requirements and relevant procedures.
- Perform all duties in accordance with relevant health and safety laws, policies and procedures.



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- Report damaged or defective equipment / facilities, hazards and unsafe practices to our Manager or other relevant person.
- Use the appropriate Personal Protective Equipment and Clothing when required for our role or duties. Ensure that whilst attending work or working, we are in a state (physical, mental or emotional) where we are able to perform assigned tasks competently and in a manner which does not compromise or threaten the safety of our self or others.
- Ensure your conduct does not endanger ourselves or others.

Information technology / digital device use

We will:

- Use the information technology / digital device equipment (including mobile devices), internet, telephone / mobile phone and email facilities provided for our use by A Club For Kids for work purposes only.
- Any personal use should be limited, comply with all relevant policies, not interfere with our duties, and be reasonable in all of the circumstances.
- Ensure any personal use of our own digital device whilst working is infrequent, minimal, complies with all relevant policies, does not interfere with our duties, and is reasonable in all of the circumstances.

We will not:

Use of A Club For Kids information technology equipment, internet and email to view, post, publish, print or distribute inappropriate material with pictures or content that might be deemed sexually explicit, unlawful, defamatory, offensive, discriminatory, damaging to the interests or reputation of A Club For Kids, or otherwise inappropriate.

Publish or share content via social media or any other similar online public forum that might be deemed damaging to the interests or reputation of A Club For Kids or might reasonably offend, humiliate or adversely impact on employees, volunteers or associates of A Club For Kids. This requirement extends to social media or online activity outside of work.





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Confidentiality and Property

We will:

- Take all reasonable care in the use of A Club For Kids property and protect property in our care.
- Use A Club For Kids property for the intended purpose only, unless otherwise authorised.
- Return on termination of employment or engagement with the A Club For Kids, in good condition, any property belonging to A Club For Kids which may be under our possession and / or under our control.

We will not:

- Disclose to any person any confidential information of or relating to A Club For Kids or any organisation or person we have come into contact with as a result of our employment or engagement with the A Club For Kids.
- We will use our best endeavors to prevent the use or disclosure of any such information by third parties.

Honesty, theft and fraudulent activity

We will:

- Act with honesty and integrity at all times during the course of employment or engagement with the A Club For Kids.
- Report any known or suspected instances of inappropriate, dishonest or fraudulent conduct to our Manager, or other appropriate person.

We will not:

- Engage in improper and dishonest activity designed to benefit us to the financial or other detriment of A Club For Kids, such as theft, corruption, falsification of documentation (including timesheets), or other fraudulent activity.





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Reporting Breaches of the Code of Conduct

We will:

- Report any breaches of this Code of Conduct to our Supervisor or Manager. If the alleged breach relates to our direct Supervisor or Manager, we will report the breach to the next level of Management.

We will not:

- Make a false report of a breach i.e. a report known to be misleading

Breaches of the Code of Conduct

- Conduct that contravenes the Code of Conduct, or any other associated policy or agreement, may result in disciplinary action; or for continued breaches or serious breaches, termination may apply.

