

# Staff and Volunteers Code of Conduct Policy



## 1. Purpose and Scope

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### 1.1 Purpose

This policy outlines the standards and expectations for acceptable behaviours, attitudes and ethical practices of South Perth Learning Centre Inc (**Centre**) Staff and Volunteers.

### 1.2 Scope

Centre Staff and Volunteers interact with users, members, services and the community on a daily basis. The Centre is committed to ensuring that all Staff and Volunteers act ethically, responsibly and in the best interests of the Centre.

The Centre Management Committee, as an employer, has set out a Code of Conduct for all Staff and Volunteers so that standard expectations are clear and achievable by everyone. Staff and Volunteers are expected to operate according to the Centre's Code of Conduct at all times in the workplace and as a representative of the Centre.

This policy applies to Staff and Volunteers. For the Management Committee, see Management Committee – Code of Conduct Policy.

## 2. Related Documents

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The following documents either contain references to this policy or are referred to in this policy:

- Misconduct and Discipline Policy
- The Centre Staff and Volunteers Code of Conduct
- All SPLC policies and procedures

## 3. Relevant Legislation

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The following, as amended from time to time:

- South Perth Learning Centre Inc. Constitution
- Fair Work Act 2009
- Industrial Relations Act (WA) 1979
- National Employment Standards

## 4. Definitions

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<b>Staff</b>	Paid employees of the Centre
<b>Volunteer</b>	Unpaid staff



## 5. Policy

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- 5.1** All Staff and Volunteers will sign an agreement to adhere to the Code of Conduct.
- 5.2** The Centre Staff or Volunteer must:
- Abide by the Centre Constitution's;
  - Uphold and abide by the Centre's mission, values and work standards;
  - Ensure that personal and financial interests do not conflict with the duty to the Centre;
  - Perform duties to the best of their ability;
  - Maintain strict confidentiality of all Centre business and issues arising, including contact information and details of users and budgets, unless prior permission granted;
  - Be aware of and uphold all Centre policies and procedures in their daily duties;
  - Promote and maintain a safe and healthy work environment for Staff, Volunteers, contractors and visitors to the Centre;
  - Support, encourage and cooperate with each other to ensure a smoothly run Centre;
  - Respect the views of others, holding no prejudice in debate; and
  - Promote the Centre positively to the community and encourage community involvement and membership.
- 5.3** A copy of the Code of Conduct will be given to the Staff or Volunteer during their orientation session.
- 5.4** Failure to abide by the Code of Conduct may lead to disciplinary action.
- 5.5** The Code of Conduct will be displayed at the Centre for Staff and Volunteers to be reminded of the standards.

## 6. Procedures

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### 6.1 Staff of the Centre

- All new Staff are to receive the Centre Code of Conduct in conjunction with their offer of employment letter.
- The offer of employment letter is to advise that the code is enclosed, and that by signing the offer of employment, the individual is stating they have received, read and agreed to the code.

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## 6.2 Volunteers of the Centre

- All Centre Volunteers are to receive a copy of the code during their induction to the Centre.
- Volunteers are to read the code before signing. By signing they are agreeing to abide by the code.
- A copy is to be made and be given to the Volunteer. The original is to be filed in the Volunteer's personnel file.

## 6.3 Breaches of the Code

The coordinator will investigate any breaches of the code in line with the Misconduct and Discipline Policy

## 6.4 Responsibilities

The Management Committee is responsible for ensuring that all that all Staff and Volunteers are aware of their responsibility to act within the Code of Conduct.

The coordinator is responsible for implementing the procedures above and for investigating any breaches of the code.

It is the responsibility of all Staff and Volunteers to commit to and act within the Code of Conduct of the Centre.

## 7. Document History

Document name:			
Version number	Version date	Approved by	Description of changes
1.0	16 Jan 2021	Management Committee	Adopted
2.0	22 June 2021	Management Committee	Revised for relevancy and clarity.

## 8. Approval

Name	Clementine Kohler
Position	Management Committee, Chairperson
Date	22 June 2021