



CODE OF CONDUCT

Employees and Volunteers

POLICY

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Code of Conduct | Employees and Volunteers

DOCUMENT APPROVAL

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DISTRIBUTION LIST

All employees	AFL Cape York Limited
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1. Purpose

At AFL Cape York we conduct our business with integrity, in compliance with all relevant laws, regulations, codes, corporate policies and procedures. Importantly, we behave in accordance with our values:

COMMITTED	We rise to every challenge and do what we say we will do – we own the outcome. We thrive on pushing the boundaries beyond what we have done before to achieve the extraordinary for our people, partners and the community.
COMPASSIONATE	We work as one team because together we achieve better outcomes. We bring out the best in each other by embracing our diverse range of ideas, skills and backgrounds to achieve individual and shared success. We celebrate our wins and always have each other's back.
CONSISTENT	We love what we do. Passion, energy, fun and perseverance is at the heart of our organisation and is what drives how we work.
PROFESSIONAL	Respect, integrity, honesty, empathy and a great work ethic earns us the right reputation.

Having regard to the heightened public scrutiny to which the AFL and its staff are subject, AFL Cape York seeks to establish clear standards of behaviour that are in line with the expectations of the communities in which we operate.

This policy outlines AFL Cape York's minimum standards of behaviour and conduct, providing guidance on the expectations we have of all our people.

2. Policy

All AFL Cape York employees (permanent, temporary, casual), contractors, consultants and volunteers adhere to the organisation's Code of Conduct which reflects the minimum standards of workplace behaviour and conduct, providing guidance on the expectations we have of all our people.

It is designed to encourage integrity and professionalism and applies at all times whilst representing AFL Cape York including at work related functions, out of hours activities or as an AFL Cape York volunteer in the community.

2.1 Definitions

A **Code of Conduct** is a set of rules, regulations and guidelines which employees are expected to observe during their employment.



3. Procedure

3.1 Code of Conduct philosophy

The organisation prides itself on the professionalism and ability of its employees, Management Committee members and volunteers to meet community needs. The organisation strives to be a leading service provider and to provide a safe, healthy and happy workplace.

This Code of Conduct is designed to ensure that all employees, Management Committee, members, volunteers and community are treated in a manner that reflects the mission, culture and legal obligations of the organisation.

3.2 Compliance

All Employees, Management Committee members and Volunteers members **are expected to:**

- observe all policies, procedures, rules and regulations at all times
- comply with all Federal, State and local laws and regulations
- comply with all reasonable, lawful instructions and decisions related to their work
- maintain a high degree of ethics, integrity, honesty and professionalism in dealing with community members and other employees
- adhere to the *Healthy Work Environment Policy and Procedure*
- maintain the confidentiality of the organisation's operations in relation to service activities, confidential documentation and work practices during and after their employment
- take reasonable steps to ensure their own health, safety and welfare in the workplace, as well as that of other employees and community members. Employees are expected to make themselves familiar with their workplace health and safety obligations.

3.3 Protection from Sexual Harassment, Exploitation and Abuse and Child Abuse

Sexual misconduct and child abuse are not acceptable and you must comply with the following policies:

- *Child Protection Risk Management Strategy*
- *Equal Employment Opportunity Policy and Procedure*

3.4 Standards of Behaviour

If an employee breaches the following guidelines, disciplinary action may be taken.

If the breach of conduct is of a legal nature, it will be addressed in accordance with relevant Federal, State or local government laws.

Employees, Management Committee members and Volunteers members **should not:**

- discriminate against another employee or community member on the basis of sex, age, race, religion, disability, pregnancy, marital status or sexual preference
- engage in fighting or disorderly conduct, or sexually harass other employees, volunteers and community members
- steal, damage or destroy property belonging to the organisation, its employees, its volunteers or community members
- work intoxicated or under the influence of controlled or illegal substances
- bring controlled or illegal substances to the workplace
- smoke on the organisation's premises or in its motor vehicles
- accept benefits or gifts which give rise to a real or apparent conflict of interest



3.5 Conflict of Interest, reputation and integrity

You **must not** engage in any activity which could be deemed to be in conflict with AFL Cape York's interests. It is important to be objective and impartial, and to be seen to be so. A conflict of interest can involve:

- pecuniary interests i.e. financial gain or other material benefits
- non-pecuniary interests i.e. favours, personal relationships and associations.

It may not only be about your own interests. It may include:

- the interests of members of your family or relatives (where these interests are known); or
- the interests of your associates or friends.

Employees, Management Committee members and Volunteers **should not**:

- engage in any activity that leads to a conflict of interest or compromises AFL Cape York's reputation
- entertain clients, volunteers or employees, or participate in activities or functions, in a way that may cause damage to AFL Cape York's reputation;
- reference AFL Cape York or comment about any AFL Cape York activity to any media or any form of social media that may discredit AFL Cape York in its relationships with stakeholders including (but not limited to) the people it exists to support, communities and external agencies (government and non-government).

3.6 Dress code

Employees, Management Committee members and Volunteers **should**:

- dress to comply with workplace health and safety regulations relevant to their work activities
- dress suitably for their position, presenting a clean, neat and tidy appearance at all times
- wear minimal jewellery
- wear a uniform (if supplied) and maintain its condition (clean and not torn)
- consult with the Manager or Program Supervisor if unsure of the type of clothing appropriate to their position.

Employees who deliberately breach this dress code may receive disciplinary action.

3.7 Privacy and confidentiality

- Securely store personal information provided by a client or employee.
- Take reasonable steps to ensure this material is kept secure against:
 - loss
 - unauthorised access
 - use
 - modification or disclosure
 - misuse
- Use personal information only for the purposes for which it was collected
- Do not disclose personal information to another party unless the individual is aware of, or has consented to, the disclosure
- Keep information about all service provision confidential within the organisation
- Do not disclose information associated either directly or indirectly, to the organisation to external parties unless authorised by the Manager or Supervisor
- Keep the terms of your remuneration confidential.



3.8 Dealing with aggressive behaviour

Employees are expected to provide high standards of service provision but the organisation does not accept any form of aggressive, threatening or abusive behaviour towards its employees by community members.

If an employee is unable to calm the person and/or believes the situation places them or other employees in danger, they should notify the Manager or their Supervisor.

3.9 Use of technology

Unauthorised access and use of confidential information can severely damage the reputation of the organisation and undermine personal privacy.

Employees, Management Committee members and Volunteers **should**:

- use communication and information devices for officially approved purposes only
- use these communication and information devices for limited personal use, as long this use does not interfere with their daily duties
- not share their password/s with another employee or share another employee's password/s.

3.10 Use of the Internet and email

Internet and email are provided to employees and Management Committee members for genuine work-related purposes.

Employees, Volunteers and Management Committee members **should**:

- limit personal use to a minimum. The organisation may monitor use and call upon employees to explain their use.
- comply with copyright regulations when using the Internet or email.

Employees, Management Committee members and Volunteers **should not**:

- divulge personal or confidential information via the Internet or email
- use the Internet to access websites or send emails of an explicit sexual nature or in any manner that breaches the *Equal Employment Opportunity Policy and Procedure*.

While the privacy of all employees is respected, emails may be used as evidence if legal action is taken against an employee.

This information may also be used as evidence of a breach of the *Code of Conduct* or the *Equal Employment Opportunity Policy and Procedure*

3.11 Breach of the Code of Conduct

You have a responsibility to act consistently with the standards and expectations set out in the Code. Failure to comply with these standards and expectations may lead to disciplinary action which could include termination of your employment.

3.12 Reporting a breach of the Code

If it is suspected that a breach has occurred then you are strongly encouraged to raise your concerns informally in the first instance with the supervisor of the employee suspected of the misconduct, your own Manager and/or the General Manager. If the breach involves the employee's manager then the suspected breach can be raised with the Chairman, AFL Cape York Limited. Where you feel unable to raise your concerns (as described) then you can make a report through the People Advisor.

AFL Cape York will not tolerate retaliation against people making reports.



3.13 Related documents

Equal Employment Opportunity Policy and Procedure
Healthy Work Environment Policy and Procedure
Information Management Policy and Procedure