

POLICY:

CODE OF CONDUCT [CK-POL-0008]

Authorised by:



20/10/2024

(Signature: Board Secretary)

(Date: Board approved)

TABLE OF CONTENTS

Introduction	2
Purpose	2
Policy	2
1 Overview	2
2 Standards of behaviour	3
3 Breach of the Code of Conduct	5
4 Other policies and procedures	5
5 Review	5
6 Policy Revision History	6

Author	Version	Issue Date	Review Date	Authorised by	Policy: CODE OF CONDUCT	
C Puleston	01	10-2024	10-2026	Board	CK-POL-0008-01	p. 1 of 6

Introduction

All commonkind Staff are expected to behave in ways that are aligned with our mission and values.

Our Mission

We believe that charity begins at home and by harnessing the power of youth and families through community service, we can build a kinder and more connected world.

Our Values

We strive to GIVE *of* ourselves and *to* others:

G	Generous – we give what we can freely
I	Inclusive – we welcome everyone to participate
V	Valuable – we seek to create value for our stakeholders and we value others
E	Enterprising – we embrace innovation and seek new ways to make an impact

Purpose

The purpose of this document is to assist commonkind maintain a harmonious and ethical work environment, which upholds commonkind’s mission and values.

Policy

1 Overview

- 1.1. **“Staff”** - all people who conduct work for commonkind in a paid or unpaid capacity in direct or non-direct child-related roles. This includes (but is not limited to) board members, executive leadership, Staff, volunteers, interns, trainees, contractors and consultants.
- 1.2. We apply this Policy to all Staff as defined above.
- 1.3. The Code of Conduct sets out the expected standard of behaviour of all Staff of commonkind.
- 1.4. The Code of Conduct and the behaviours outlined within it are fundamental to commonkind building healthy, positive, and respectful relationships with our community. The Code of Conduct also governs the way in which all commonkind’s people are expected to relate to one another, external professionals, clients, visitors, and all stakeholders.
- 1.5. The Code of Conduct is not intended to provide a detailed and exhaustive list of what to do in every aspect of work. Instead, it represents a broad framework that will help guide conduct and behaviour in the performance of duties and interactions in the workplace.

Author	Version	Issue Date	Review Date	Authorised by	Policy: CODE OF CONDUCT	
C Puleston	01	10-2024	10-2026	Board	CK-POL-0008-01	p. 2 of 6

2 Standards of behaviour

2.1. Performance of duties

In the performance of their duties or as part of their engagement, Staff will:

- (a) be punctual;
- (b) comply with deadlines and work commitments;
- (c) attend work related functions, events and training, if required and as relevant to their role;
- (d) treat other Staff, clients, customers, suppliers and other members of the public with courtesy and respect at all times;
- (e) treat everyone equally;
- (f) use all reasonable endeavours to promote the interests of commonkind;
- (g) provide all relevant assistance to Staff where required;
- (h) follow all lawful and reasonable directions given by commonkind; and
- (i) comply with all laws and rules.

2.2. Child Safety and Wellbeing

- 2.2.1. Adhere to all Child Safety and Wellbeing requirements as outlined in the associated policy, procedures and Child Protection Code of Conduct.

2.3. Confidentiality

- 2.3.1. Staff must not disclose any confidential information belonging to commonkind, except as required by law, in the performance of their duties or part of their engagement or as permitted in writing by commonkind.
- 2.3.2. Staff must not misuse confidential information.
- 2.3.3. Staff must take whatever measures as reasonably necessary to prevent the disclosure or misuse of confidential information.
- 2.3.4. Staff must comply with any request by commonkind for confidential information to be deleted, erased or destroyed in such a manner that it cannot be retrieved.

2.4. Conflict of interest

- 2.4.1. Staff must not act in conflict with, or be in a position of conflict (or potential conflict) with, the interests of commonkind without the express written consent of the commonkind.
- 2.4.2. commonkind understands that Staff may be engaged in other employment, trade or business opportunities. To ensure that there are no actual or potential

Author	Version	Issue Date	Review Date	Authorised by	Policy: CODE OF CONDUCT	
C Puleston	01	10-2024	10-2026	Board	CK-POL-0008-01	p. 3 of 6

conflicts of interest, Staff are required to declare the full details of any other employment that they are engaged in, regardless of the potential for conflict or not at onboarding. Staff must also notify HR if they change or engage in any new employment during their tenure at commonkind.

2.5. Dress

- 2.5.1. All Staff are required to dress professionally and appropriately for the role in which they perform.
- 2.5.2. Personal presentation, including personal grooming and hygiene, should be of a high standard at all times.
- 2.5.3. Clothing should be clean, tidy and appropriate.

2.6. IT Security

- 2.6.1. Staff must ensure that their use of IT resources and equipment is reasonable and appropriate.
- 2.6.2. Staff are prohibited from accessing, downloading, transmitting or otherwise storing content, information or images that is unlawful or may be deemed offensive, pornographic or not in the interests of commonkind.
- 2.6.3. Staff must ensure the security of commonkind’s information and IT resources at all times.
- 2.6.4. Any personal use of commonkind IT resources by Staff including email, internet and telephones (including mobile phones) must be kept to a minimum.

2.7. Discrimination, harassment and bullying

- 2.7.1. Staff must not discriminate against, sexually harass, or harass or bully anyone, and are expected to encourage a workplace culture that is free from such treatment.
- 2.7.2. Staff who witness any type of inappropriate behaviour in the workplace, are obliged to report it immediately to HR. Staff are also encouraged to speak to the CEO if they have any questions or concerns about bullying, harassment or discrimination in the workplace.

2.8. Alcohol and drugs

- 2.8.1. Staff must not be intoxicated at work.
- 2.8.2. A Staff member is taken to be intoxicated if the employee's faculties are, by reason of the employee being under the influence of intoxicating liquor or a

Author	Version	Issue Date	Review Date	Authorised by	Policy: CODE OF CONDUCT	
C Puleston	01	10-2024	10-2026	Board	CK-POL-0008-01	p. 4 of 6

drug (except a drug administered by, or taken in accordance with the directions of, a person lawfully authorised to administer the drug), so impaired that the employee is unfit to be entrusted with the employee's duties or with any duty that the employee may be called upon to perform.

2.8.3. If Staff require medication that affects their ability to perform their duties, a medical certificate should be produced from a duly qualified medical practitioner explaining their capacity or incapacity to perform their duties.

2.9. Use of resources

2.9.1. Staff must not destroy or take for personal use any items belonging to commonkind without prior written approval.

2.9.2. Staff must only use commonkind equipment, funds, facilities and other resources effectively, economically and carefully for the benefit of commonkind.

3 Breach of the Code of Conduct

Any breach of this Code of Conduct will be taken seriously and may lead to disciplinary action, up to and including termination of employment (for employees), or changed working arrangements or the cessation of any contract or engagement.

Disciplinary action may include (but is not limited to):

- Counselling
- Requiring a formal apology
- Conciliation/mediation conducted by an impartial third party
- Training on expected standards of behaviour
- Verbal or written warning
- Termination of employment, cessation of contract or working engagement, with or without notice

4 Other policies and procedures

This Code of Conduct should be read in conjunction with:

- CK-FOR-0009 Child Protection Code of Conduct Declaration

5 Review

Author	Version	Issue Date	Review Date	Authorised by	Policy: CODE OF CONDUCT	
C Puleston	01	10-2024	10-2026	Board	CK-POL-0008-01	p. 5 of 6

This Code of Conduct will be reviewed from time to time or as legislation is amended, in light of current good practice and applicable regulatory advice.

6 Policy Revision History

Revision Date	Summary of revision	Section(s) changed