# CODE OF CONDUCT

Last updated: November 2024.

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| Policy number | 5 | Version | 1 |
| Drafted by | Catherine Collopy | Approved by Board on | <<insert date>> |
| Responsible person | David Manyok | Scheduled review date | <<insert date>> |

# Objective

## To assist South Sudanese Christian Welfare Association (SSCWA) maintain a harmonious and ethical work environment, which upholds SSCWA’s mission and values.

# Application of this Code of Conduct

This Code of Conduct applies to all employees (including temporary employees), contractors, consultants and volunteers of **SSCWA**

# Our Mission and Values

All **SSCWA** people are expected to behave in ways that are aligned with our mission and values.

## Mission

The advancement of disadvantaged and vulnerable South Sudanese refugees and migrants who experience the effects of trauma, poverty, incarceration and mental disorders, to enable them to participate positively in the Australian Community/Society

## Values

### Our core values underpin all that we do. They are:

#### honesty

#### transparency

#### ethical conduct

# Policy

## The Code of Conduct sets out the expected standard of behaviour of all staff of SSCWA

## The Code of Conduct and the behaviours outlined within it are fundamental to SSCWA building healthy, positive, and respectful relationships with our community. The Code of Conduct also governs the way in which all SSCWA’s people are expected to relate to one another, external professionals, clients, visitors, and all stakeholders.

## 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.

# Standards of behaviour

**Performance of duties**

* 1. In the performance of their duties or as part of their engagement, staff will:

### be punctual;

### comply with deadlines and work commitments;

### attend work related functions, events and training, if required and as relevant to their role;

### treat other staff, clients, customers, suppliers and other members of the public with courtesy and respect at all times;

### treat everyone equally;

### use all reasonable endeavours to promote the interests of **SSCWA**

### provide all relevant assistance to staff where required;

### follow all lawful and reasonable directions given by **SSCWA**; and

### comply with all laws and rules.

### **Confidentiality**

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

**Conflict of interest**

* 1. Staff must not act in conflict with, or be in a position of conflict (or potential conflict) with, the interests of **SSCWA** without the express written consent of the **SSCWA**
  2. **SSCWA** understands that staff may be engaged in other employment, trade or business opportunities. To ensure that there are no actual or potential conflicts of interest, employees are required to supply the full details of any other employment that they are engaged in, regardless of the potential for conflict or not.

**Dress**

* 1. All staff are required to dress professionally and appropriately for the role in which they perform.
  2. Personal presentation, including personal grooming and hygiene, should be of a high standard at all times.
  3. Clothing should be clean, tidy and appropriate.

**IT Security**

* 1. Staff must ensure that their use of IT resources and equipment is reasonable and appropriate.
  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 **SSCWA**
  3. Staff must ensure the security of **SSCWA**’s information and IT resources at all times.
  4. Any personal use of IT resources including email, internet and telephones (including mobile phones) must be kept to a minimum.

**Discrimination, harassment and bullying**

* 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. Staff who witness any type of inappropriate behaviour in the workplace, are obliged to report it immediately to the President. Staff are also encouraged to speak to the President if they have any questions or concerns about bullying, harassment or discrimination in the workplace.

**Alcohol and drugs**

* 1. Staff must not be intoxicated at work.
  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 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.
  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.

**Use of resources**

* 1. Staff must not destroy or take for personal use any items belonging to **SSCWA** without prior written approval.
  2. Staff must only use **SSCWA** equipment, funds, facilities and other resources effectively, economically and carefully for the benefit of **SSCWA**

# 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, with or without notice

# Other policies and procedures

This Code of Conduct should be read in conjunction with our Child Welfare and Wellbeing Policy, Vulnerable Persons Policy, Complaint Handling Policy and Risk Management Plan

# Review

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| **Version number** | **Date approved** | **Approved by** | **Amendments made** |
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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.