

# Alexandra Community Hub

## Code of Conduct

The aim of the Code of Conduct is to provide direction to Alexandra Community Hub (ACH) staff volunteers and committee for appropriate conduct.

### Staff, Volunteers and Committee

All staff, volunteers and committee of ACH shall:

1. Treat customers, students, visitors, stakeholders and each other in a professional and ethical manner at all times
2. Abide by the organisation's values
3. Maintain confidentiality at all times pursuant to the Privacy Act 1988
4. Refrain from circumstances which could lead to criticism or derogatory statements concerning the competence or personal behavior of a ACH colleague
5. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age pursuant to the Child Wellbeing and Safety Act 2005 and mandatory reporting requirements
6. Act in good faith, honestly and without exceeding their authority in all matters relating to ACH and community activities
7. Perform their duties to the best of their ability within the scope of their role, being accountable for their performance and maintaining a duty of care for all stakeholders
8. Seek suitable opportunities to improve knowledge and skills, including through participation in relevant professional development
9. Use ACH resources efficiently and effectively for official purposes and treat property with due care and ensure it is secured against theft and misuse
10. Abide by the policies of ACH, taking all reasonable care for their own health and safety and that of others
11. Act ethically and honestly whilst performing obligations under the VET regulatory framework and any other contracts ACH is a party to
12. Respect the right to a harassment free workplace

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## Committee

All members of the ACH Committee of Management shall:

13. Undertake their duties impartially and observe the highest standards of honesty and integrity
14. Avoid any conflict or behaviour that may cause offence or embarrassment to others
15. Inform the Committee of Management if they become aware of dishonesty or breach of this Code of Conduct by any other member of ACH
16. Participate in fair and open debate and show respect for each other
17. Refer requests for media coverage to the President or Executive Officer

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