



CODE OF CONDUCT POLICY

Why is this policy required:

As a small organisation made up of individuals it is important that there are standards and expectations in relation to behaviour in the workplace. This policy sets out clear guidelines for staff in terms of working relationships between individuals, team members and community.

Policy

Hobart FM expects a high standard of behaviour from all staff and volunteers at all times and there is an expectation that staff/volunteers will conduct themselves in a professional manner. This policy, or code, underpins other policies such as the Bullying and Harassment Policy.

Where employees/volunteers are in breach of the Code of Conduct disciplinary action may be initiated. The Hobart FM Code of Conduct covers staff, volunteers and students of placement. A separate Code of Conduct covers Hobart FM management committee members.

The following principles form the code of conduct;

- Staff/volunteers work in a professional manner and work with respect, fairness and integrity at all times.
- Relevant legislation is adhered to as well as policy and procedure.
- Staff/volunteers are respectful of colleagues and work to resolve conflict in an appropriate manner.
- Staff/volunteers are aware of harassment and bullying issues, discrimination and sexual harassment.
- Staff/volunteers are respectful of privacy issues and adhere to Confidentiality Policy.
- Staff/volunteers must conduct themselves appropriately utilising social media, avoiding any statement that may bring disrepute to other employees/volunteers, programs within the Hobart FM. *(see the Social Media Policy and Confidentiality Agreement)*
- The Code of Conduct also mandates the need for appropriate working relationships and the resolution of conflict in a safe and respectful manner. Where conflict is not resolvable staff should refer to the Grievance Policy or the Bullying Policy. Hobart FM expects staff/volunteers to resolve problems within the association and its committee in a positive way and encourages individuals to pursue ways in which interpersonal relationships can be improved.

Related Documents/Policies:

- Bullying Policy
- Complaints Policy
- Grievance Policy
- Disciplinary Action Policy
- Misconduct Policy
- Confidentiality Policy
- Social Media Policy

AUTHORISATION

Date approved by the Committee: 17th January 2018

Review Date: January 2020

Committee President: _____
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