

CODE OF CONDUCT POLICY

Purpose of this policy:

To provide a framework for acceptable behaviour at the Belvedere Community Centre Inc (BCC) or when undertaking business on behalf of BCC away from the centre.

Who this policy applies to:

- Committee of Management
- Staff
- Volunteers

What this policy says:

1. Be courteous, respectful and professional at all times.
2. Take care of the property of BCC to the best of your ability.
3. Refrain from any behaviour that may impact on yours and others work at the centre, including alcohol and drug abuse.
4. Do not accept gifts, commissions or financial benefit from any person or organisation that will have an influence on how you work or the decisions you make in your role at BCC.
5. Keep up-to-date with information relating to operation of BCC such as programs and key contact people.
6. Discuss any issues you are concerned about privately with the Manager or refer to communications protocol.
7. Take responsibility for your own professional behaviour.
8. Requests for media statements must be referred to BCC Committee of Management or Manager.

You should also read:

- Code of Ethics
- Privacy and Confidentiality Policy

A breach of these guidelines may result in sanctions including counselling, disciplinary action or legal action depending on the nature of the breach.

I have read this policy and I agree to abide by it.

Signature..... Position..... Date.....

Policy Version No:	2	Approved by COM on:	5/23
Scheduled review date:		Reference documents:	