***Seville Community House***

***Seville Community Group Inc. Reg.: A0004911K***

***8 Railway Road Seville Vic. 3139***

***Ph: (03)59643987***

***E-mail:*** *info@sevillecommhouse.org.au*

***Website:*** [***www.sevillecommhouse.org.au***](http://www.sevillecommhouse.org.au)

***ABN: 60 641 289 309***

GENERAL CODE OF CONDUCT POLICY

|  |  |  |  |
| --- | --- | --- | --- |
| Policy number 2 |  | Date approved | COM mtg 3 August 2022 |
| Draft FINAL |  | Scheduled review date | 3 August 2024 |

## introduction

Seville Community House is committed to the adoption of ethical conduct in all areas of its authority and responsibility.

All participants are entitled to participate in groups, activities and courses at Seville Community House with reasonable freedom and without prejudice.

## Purpose

This policy sets out the standards of conduct that are expected of the Committee of Governance, staff, tutors, volunteers, participants, families, hirers, visitors and contractors at Seville Community House.

## Definitions

**The Committee** refers to the Committee of Governance.

## scope

This policy gives the Committee of Governance and staff the authority to warn and to exclude tutors, volunteers, participants, families, hirers, visitors and contractors for inappropriate conduct, except as follows:

* Inappropriate conduct by Committee members and members of the Association is covered by the Association Rules for Seville Community House Incorporated-Division 2 (Disciplinary Action) and Division 3 (Grievance Procedure).
* Inappropriate conduct by tutors and staff employed under the Neighbourhood Houses and Adult Community Centres Collective Agreement 2016 is covered by the Dispute Settlement and Disciplinary Procedures clauses of the Agreement.
* Inappropriate conduct regarding the safety and welfare of children is covered under the procedures of the Seville Community House Child Safety and Wellbeing Policy.

## Policy

Respectful and safe behaviour is at the heart of this policy.

All Committee of Governance members, staff, tutors, volunteers, participants, families, hirers, visitors and contractors at Seville Community House will:

* Act with honesty and in a courteous and responsible manner
* Treat everyone with respect regardless of their age, race, ethnicity, cultural background, gender identity, sexual orientation, disability, beliefs- lawful, religious or political, marital status or parenthood
* Have zero tolerance of discrimination, racism, bullying, physical and sexual violence, family violence, child abuse and any form of intimidation or harassment
* In relation to children, model appropriate adult behaviour and appropriately listen and respond to children, not initiate unnecessary physical contact with a child who is not in their care unless it is to prevent a child from harm, and notify the Manager of any suspected child abuse or concerns about a child’s safety- **refer to the CHILD SAFETY CODE OF CONDUCT and CHILD SAFETY AND WELLBEING POLICY**
* Not attend the House if under the influence of alcohol or drugs
* Comply with Seville Community House’s policies and procedures
* Use equipment and technology at Seville Community House in an appropriate way and for an appropriate purpose
* Notify Seville Community House if not able to come to work or volunteer at the House or if unable to attend a class or activity at the House
* Ensure that Occupational Health and Safety practices are adhered to
* Respect the privacy of others and maintain the confidentiality of matters discussed In-House.

**In addition House participants** are expected to:

* Comply with a directive from a tutor or staff member whether in relation to participation in a class or activity or in an emergency situation

**In addition staff and tutors** will:

* Before taking photographs, obtain permission from adults whether for themselves and where it applies for their children, and explain how the photographs will be used
* Operate within the policies and procedures of Seville Community House, particularly the Child Safety and Wellbeing Policy
* **Contact the police if a child is at immediate risk of abuse on 000**

**RELATED DOCUMENTS**

Seville Community House Grievances and Complaints Policy

Seville Community House Gender Equality and Respect Policy

Seville Community House Child Safety Code of Conduct

Seville Community House Child Safety and Wellbeing Policy

Seville Community House Access and Equity Policy

Seville Community House Equal Opportunity-Fair Treatment Policy

Seville Community House Good Governance Policy

Seville Community House Privacy Policy

Seville Community House Volunteer Policy

Seville Community House Employment Contracts

|  |
| --- |
| Approved by Committee of Managementon the day of 20Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ManagerSigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ President/Chairperson |

***Seville Community House***

***Seville Community Group Inc. Reg.: A0004911K***

***8 Railway Road Seville Vic. 3139***

***Ph: (03)59643 987***

***E-mail:*** *info@sevillecommhouse.org.au*

***Website:*** [***www.sevillecommhouse.org.au***](http://www.sevillecommhouse.org.au)

***ABN: 60 641 289 309***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GENERAL CODE OF CONDUCT -PROCEDURES

|  |  |  |  |
| --- | --- | --- | --- |
| Policy number |  | Date approved | COM mtg on 3 August 2022 |
| Draft | FINAL | Scheduled review date | 3 August 2024 |

**A COPY OF THE CODE OF CONDUCT ALONG WITH THE CHILD SAFETY CODE OF CONDUCT WILL BE DISPLAYED AT PROMINENT PLACES AROUND THE HOUSE.**

If any person at Seville Community House has breached this Code of Conduct and his/her behaviour is such that he/she is putting the safety of others at the House at risk or the person is found engaging in dishonest conduct, **THE POLICE SHOULD BE CALLED ON 000.**

For breaches of this Code of Conduct relating to the **safety of children** refer to the **CHILD SAFETY AND WELLBEING POLICY.**

For **other breaches** of this Code of Conduct the procedures of the **GRIEVANCES AND COMPLAINTS POLICY** will be followed. Where a complaint is made, proceedings should attempt to balance the right of the person accused of the inappropriate behaviour to know the details of the complaint against them, and any desire of the complainant to remain anonymous. However, unless there is a threat or fear of violence or retaliation, the complainant should be advised that their identity may be revealed.

**HOWEVER,** at times the breach(es) of this Code of Conduct, which the person of concern has committed, may require more immediate action than that provided by the procedures of the Grievances and Complaints Policy. The following steps will be taken by the Manager/Chairperson as follows:

**Step 1**

Remind the offending person of the Code of Conduct and give a verbal caution to the offending person.

**Step 2**

If the person continues to breach the Code of Conduct, the Manager/Chairperson will inform the Committee and the Chairperson will send a letter on behalf of the Committee informing the offending person that he/she is excluded from the House stating the breaches of the Code of Conduct that have led to this decision.

**Step 3**

In the event of the excluded person attending the House after steps one and two have been followed, the Police will be notified immediately if the person enters Seville Community House.

Under these circumstances the Committee and the Manager will determine whether, if at all, and under what conditions, the person can return to participate at the House.

**DOCUMENTATION**

Regardless of which course of action is taken in dealing with a breach of the Code of Conduct, all actions taken should be carefully documented and include:

1. Name of the offending person and the breach(es) of the Code of Conduct
2. Who referred the offending person and when
3. Actions taken and by whom and when
4. Outcomes of actions taken

**RELATED DOCUMENTS**

Seville Community House Grievances and Complaints Policy

Seville Community House Gender Equality and Respect Policy

Seville Community House Child Safety Code of Conduct

Seville Community House Child Safety and Wellbeing Policy

Seville Community House Access and Equity Policy

Seville Community House Equal Opportunity-Fair Treatment Policy

Seville Community House Good Governance Policy

Seville Community House Privacy Policy

Seville Community House Volunteer Policy

Seville Community House Employment Contracts