



**BOX HILL SOUTH  
NEIGHBOURHOOD HOUSE**

## **CODE OF ETHICAL CONDUCT \***

### **Introduction**

The Committee of Management and Staff of Box Hill South Neighbourhood House have a legal and moral responsibility to manage the Neighbourhood House in the best interests of the community they serve. They will endeavor to demonstrate professional ethical behaviour in their responsibilities to the Box Hill South Neighbourhood House, in their professional relationships with each other and in their professional service to members and the wider community.

### **Scope**

All staff members, volunteers and members of the Committee of Management will be required to adhere to this Code of Ethical Conduct.

In particular:

### **Compliance with law**

All committee members, staff and volunteers must protect the House's legality. They should comply with all environmental, safety and fair dealing laws, and are expected to be ethical and responsible when dealing with the House's finances, products, partnerships and public image.

### **Respect in the workplace**

All committee members, staff and volunteers should treat their colleagues and the House participants with courtesy, dignity and respect. Any kind of discriminatory behaviour, harassment or victimization will not be tolerated. Management and staff will conform with the House Equal Opportunity policies in all aspects of their work.



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### **Protection of House Property**

All committee members, staff and volunteers should treat the House's property, whether material or intangible, with respect and care. In particular they:

- Shouldn't misuse House equipment or use it frivolously,
- Shouldn't borrow House equipment without permission of the Manager,
- Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) which should be used only to complete approved duties.

### **Professionalism**

All committee members, staff and volunteers must show integrity and professionalism in the workplace and be responsible and accountable for their actions.

### **Corruption**

Bribery (tangible and intangible) which is for the benefit of any external or internal party is prohibited.

### **Job duties and authority**

All committee members, staff and volunteers should fulfil their job duties with integrity. Where work is delegated to others their competences and workload will be taken into consideration. Where needed members, staff and volunteers are expected to attend training as directed. Mentoring will be encouraged throughout the organisation.

### **Conflict of interest**

All committee members, staff and volunteers should avoid any personal, financial or other interests that might hinder their capability or willingness to perform their roles.

### **Collaboration**

All committee members, staff and volunteers are encouraged to work collaboratively and be open for communication with their colleagues and House participants.

### **Policies**

All committee members, staff and volunteers should read and follow House policies. If they have any questions, they should ask the Manager or a Committee Member

### **Privacy**

All committee members, staff and volunteers must respect the confidentiality of information acquired by them in their role and act within the provisions of the House Privacy Policy and Procedures.



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### **Health and Safety**

All committee members, staff and volunteers should endeavour to provide a safe and healthy environment for all. Smoking and restricted/illegal substances are not permitted anywhere on the premises.

### **Breaches of Code of Ethical Conduct**

Committee members, staff and volunteers should NOT intervene when a person breaches this Code or in any other way behaves inappropriately but should report the matter to the appropriate person (that is, a tutor, Manager or Committee of Management members).

\*Copy of policy must be placed on walls of hall and Pat Turner room