



CODE OF BEHAVIOUR FOR STAFF AND VOLUNTEERS

Staff and volunteers will:

- Abide by the philosophy of Chester Hill Neighbourhood Centre (CHNC) as stated in the Constitution
- Observe all the rules and procedures set by CHNC
- Provide services to clients to the best of their ability within their job description with courtesy, respect and consideration
- Adhere to the requirements of Human Resources and accounting procedures of CHNC
- Represent CHNC in an ethical, fair, honest and positive way
- Act with care and diligence in all matters
- Work in a safe, responsible, collaborative and competent manner
- Have regard for their own safety and health as well as all workers, clients and visitors through Work Health and Safety (WHS) procedures
- Respect the dignity, culture, values and beliefs of all individuals in language, courtesy and action
- Respect the family relationships of all those employed, serviced or associated with CHNC
- Not discriminate on the basis of race, gender, religion, age, disability, culture, sexuality or any other basis defined under current Anti-Discrimination Acts
- Display a professional attitude in dress, language, personal hygiene and personal integrity
- Maintain the Privacy Act 1998, security and confidentiality relating to information on colleagues, clients, volunteers and visitors, accessing personal records only as necessary
- Refrain from smoking or consuming alcohol/illegal drugs when on duty or within the premises
- Refrain from the acceptance of any gifts, money or favours from clients
- Refrain from any inappropriate or sexual relationship with clients, or any act which can be construed or misconstrued as being consistent with a sexual or inappropriate relationship
- Avoid harassment or intimidation in any form in dealings with colleagues, associates or clients
- Act on all complaints through WHS procedures

Failure to abide by the above Code of Behaviour may lead to dismissal from CHNC

By signing below, I have read and understood the Code of Behaviour for staff and volunteers for CHNC

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(Printed name of employee/volunteer) (Signature of employee/volunteer) (Date)

Induction conducted by:

Signature: Date: