



Code of Conduct

Policy number	006	Version	3
Drafted by	Manager	Approved on	27/10/2021
Responsible person	Secretary	Scheduled review date	26/10/2024
Category	Governance		
Overview (policy description)	The purpose of this policy is to outline Yarrunga Community Centre Inc.'s Code of Conduct		
Scope (who/what is covered by this policy)	All staff, volunteers, members, visitors, Centre users, students, committee and contractors.		
Areas of responsibility (Responsibility control and coordination of the policy)	Manager and Executive Committee		
Authority to approve exceptions to the policy	Executive Committee		
References (e.g. other applicable policies/procedure)	027 Grievance and Dispute Resolution policy		

Introduction

Yarrunga Community Centre Inc. exists to provide an inclusive and welcoming environment for members of the community to take part in educational and recreational activities. For this reason, it is vitally important that all staff, volunteers, members, visitors, centre users, students, committee and contractors are aware of their obligations to behave with respect towards others, at all times, and adhere to the Code of Conduct.

Policy Detail

All people who work for, attend or have business at the Centre will:

- Be made welcome
- Be physically, emotionally and culturally safe
- Show respect for and courtesy towards any other person who has business with or attends the Centre at all times
- Have the right to discuss any concerns that you may have about the service provided at the Centre in a respectful and courteous manner with staff
- Be aware that any disrespect, rudeness, abusive language, threatening or intimidating behaviour or action by you against anyone who works for or attends the Centre will result in the Centre taking appropriate action
- Be aware that the interpretation of disrespect, rudeness, abusive language, threatening or intimidating behaviour or action will be based on how your conduct makes others feel – not on how you see it
- Be aware that this Code of Conduct is binding on anyone who attends the Centre whether or not they have signed up as a Member.
- If you feel it necessary, report inappropriate conduct to the Centre manager or contact the Chair of the Committee of Governance at chair@yarrunga.org.au.



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Repeated behaviour which contradicts the Code of Conduct will be grounds for disciplinary action, up to and including termination of employment or cessation of membership, or exclusion from the Centre. Complaints made regarding violations of the Code of Conduct will be handled in line with 027 Grievance and Dispute Resolution policy.

Authorisation

Signature of Approved Authority <i>S. E. Tolwin.</i>	28/10/2021
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DOCUMENT CONTROL: Policies to be reviewed every 3 years (unless subject to relevant legislative change)

Date	Person	Position