



Code of Conduct

Purpose and Scope

This Code of Conduct sets out the professional boundaries, ethical behaviour and acceptable behaviour for all workers of The Hut.

Definitions

Client:-	A person who is receiving a benefit or services
Staff:	Employees and volunteers
Worker	Any person who carries out work for The Hut, including work as a staff member, contractor, subcontractor, self-employed person, apprentice or trainee, work experience student or employee of a labour hire company.
Diversity	Refers to the mix of people in an organisation – that is, all the differences between people in how they identify in relation to their identity e.g., Aboriginal and/or Torres Strait Islander background, age, caring responsibilities, cultural background, disability status, gender, religious affiliation, sexual orientation, gender identity, intersex status, and socio-economic background.
Inclusion	The policy or practice of making sure that everyone in society has access to resources and opportunities. Inclusion occurs when people feel, and are, valued and respected.
Cultural Respect	The recognition, protection and continued advancement of the inherent rights, cultures and traditions of a particular culture.

Background

The Hut is a community organisation with an aim to promote community well-being to achieve a thriving Adelaide Hills community.

The Hut requires the highest ethical standards from all its Workers.

Code of Conduct

All Hut Workers shall:

- comply with all Federal, State and Local Government laws.
- comply with all Hut policies and procedures.
- follow the duties outlined in their Job and Person Description and follow reasonable directives made by authorised staff members.
- work in a safe manner and identify and report any health and safety issues.
- deliver safe, quality, and reliable services and programs in an environment free of risk of harm, discrimination and intolerance.
- communicate open, clear, and timely information to service and program users.
- treat every person with respect, patience, integrity, courtesy, dignity, and

consideration. Where serious disagreements cannot be resolved, they will be addressed as outlined in the grievance procedures.

- treat all staff, service and program users and community members in a fair and equitable manner, where their culture, beliefs, values, and personal characteristics are treated with respect, dignity and understanding free from discrimination or harassment.
- be responsible for maintaining the confidentiality of all privileged information to which they are exposed.
- respect the rights of clients to privacy and will similarly respect the confidences shared by other workers during their professional relationships and transactions.
- share confidential information only when they have the authority to do so.
- declare any conflict of interest between their role within The Hut and their involvement in an outside activity or organisation.
- respect and conserve the resources and assets of The Hut; re-use and recycle where feasible and use energy responsibly.
- act with integrity and honesty in all dealings with The Hut's and others' property or funds.
- exercise the highest standards in meeting the duty of care and responsibility The Hut owes to its clients and program participants; many of whom are vulnerable adults or children.
- raise any concerns, complaints, grievances, or breaches of this Code of Conduct with management as soon as possible.
- ensure that any physical contact with others is appropriate to the situation and necessary for the person's safety and/or well-being.
- support all efforts to remove any form of abuse, perceived or otherwise, in The Hut and encourage a safe and supportive environment.
- maintain a standard of dress and appearance that is appropriate to the work location and the type of work performed.

All Hut Workers must not:

- bring discredit to the Hut, to the work performed by the Hut or to fellow Hut workers. Any complaints or problems about practices at any level should be discussed with either the EO or CDM and appropriate investigation/grievance procedures will be followed, as required.
- practise, condone, facilitate, or collaborate any form of discrimination based on race, colour, gender, sexual orientation, age, religion, national origin, marital status or other conditions or status.
- smoke or use tobacco products inside or around The Hut building or on the premises of a client or at a Hut program or service.
- use their position to promote personal, political, religious, or business loyalty.
- act in any capacity while under the influence of any mind-altering substance including alcohol.
- accept money or gifts of substance (above \$20) from clients/visitors.
- use Hut information, resources, or work time for private gain.
- misrepresent The Hut or its role in any undertakings on behalf of The Hut.
- make false, defamatory, or derogatory comments about any person involved with The Hut.
- engage in rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, or derogatory language.

Consequences of breach of Code of Conduct

Breaches of the Code of Conduct is very serious and severe disciplinary action may arise, following appropriate investigations. Disciplinary action may include termination of the relationship with The Hut and/or referral to relevant authorities, including legal redress.

I have read the Code of Conduct and agree to abide by The Hut's values.

Name

Signed..... Date / /

Documentation

Respect in the Workplace Policy

[Working with Children & Young People Policy](#)

[Work Health and Safety Policy](#)

[Information and Communication Technology \(ICT\) Policy](#)

[Information Sharing Guidelines](#)