This Code of Conduct outlines the responsibility of the executive, management committee members, staff, volunteers and members of the <YOUR ORGANISATION>) which is a not for profit, non-government organisation (NG)) which is incorporated in South Australia.

This Code does not exclude the operation of the Fair Work Act 1994, the rights of employees and their Unions to pursue industrial claims, or any relevant Awards or Enterprise Agreements made under the Fair Work Act 1994.

This Code does not exclude any legislative requirements both State and Commonwealth or requirements of any signed Funding and Service Agreements.

The executive, management committee members, staff, volunteers and members of the <YOUR ORGANISATION> are required to abide by the <YOUR ORGANISATION> Mission and Vision statements:

**<YOUR ORGANISATION> Mission**

For ……

**<YOUR ORGANISATION> Vision**

As ………..

**Executive and Management Committee Members**

The Management Committee members shall control and manage the affairs and exercise the powers of <YOUR ORGANISATION> in accordance with its Constitution.

The Office Bearers shall carry out their duties as outlined in its Constitution.

The Executive and the Management Committee members shall:

* Place its interests over their own interests and of those of any other person or persons in all business conducted under the aegis of <YOUR ORGANISATION>
* Declare a conflict of interest or potential conflict of interest.
* Undertake any training necessary for the performance of their duties.
* Treat members of the Management Committee and of any other

sub-committee of which they may be a member, other <YOUR ORGANISATION> members, staff, office-bearers, clients, and volunteers, with respect.

* Not act as to bring <YOUR ORGANISATION> or its mission into disrepute.

**Staff and Volunteers**

Staff and Volunteers shall:

* Observe the provisions of <YOUR ORGANISATION> Constitution and Policies.
* Treat other staff of <YOUR ORGANISATION>, its members, office-bearers, clients and

 volunteers with respect.

* Undertake any training necessary for the performance of their duties.
* Follow the directions of their designated supervisor.
* Not act as to bring <YOUR ORGANISATION> or its mission into disrepute.
* Competently carry out the duties specified by their contract of employment, their duty statement or as otherwise directed.
* Use the organisation’s resources only for <YOUR ORGANISATION> business purposes unless approved in writing by the President and/or the Executive Officer.
* Disclose conflict of interest to the Executive Officer and/or President immediately it becomes apparent.
* Conduct them self in a professional manner that enhances the image and reputation of <YOUR ORGANISATION>. This includes maintaining confidentiality of stakeholders, clients, Management Committee members, <YOUR ORGANISATION> members and organisational information.
* Comply with WHS statutes/laws/requirements.
* Not report for work under the influence of alcohol (0.0ml) or drugs.
* Not work for a competitor organisation (if a full-time employee of <YOUR ORGANISATION>).
* Be responsible for them self and their own safety.
* Cooperate with all staff, clients, service providers and stakeholders.
* Not smoke in buildings or company vehicles.

**Members**

Membership is open to both organisations and individuals who share <YOUR ORGANISATION>'s values and objectives. Members shall:

* Observe the provisions of <YOUR ORGANISATION> Constitution and Policies.
* Treat other <YOUR ORGANISATION> staff, its members, office-bearers, clients and volunteers with respect.
* Not act as to bring <YOUR ORGANISATION> or its mission into disrepute.
* Declare a conflict of interest or potential conflict of interest.

**Name: Position:**

**Signature:**

**Date:**