

1.02 Code of Conduct Policy

PURPOSE

This policy affirms Housing for the Aged Action Group's belief in responsible social and ethical behaviour from all employees and volunteers. This policy clarifies the standards of behaviour that Housing for the Aged Action Group expects of all employees and volunteers.

PRINCIPLES

Our employees and volunteers contribute to the success of our organisation and that of our clients. Housing for the Aged Action Group fully endorse that all employees and volunteers are not deprived of their basic human rights.

Furthermore, our employees and volunteers have an obligation to the service, our clients and themselves to observe high standards of integrity and fair dealing.

POLICY

Our Code of Conduct policy applies to all employees and volunteers and provides the framework of principles for our service, dealing with other employees, volunteers, clients and service providers. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. This policy is based on the following:

- Act and maintain a high standard of integrity and professionalism
- Be responsible and scrupulous in the proper use of information, funds, equipment and facilities
- Be considerate and respectful of the environment and others
- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, clients and service providers
- Perform duties with skill, honesty, care and diligence
- Abide by policies and procedures that relate to your employment with Housing for the Aged Action Group and our clients
- Under no circumstances may employees accept money from clients



- Any employee, who in good faith, raises a complaint or discloses an alleged breach of the Code of Conduct will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

Any employee in breach of this policy may be subject to disciplinary action, including termination.

Should an employee have doubts about any aspect of the Code of Conduct, they must seek clarification from the co-managers.

This policy will be regularly reviewed by Housing for the Aged Action Group and any necessary changes will be implemented by the co-managers.

SIGNED:

EMPLOYEE NAME:

DATE: