

CODE OF CONDUCT

Purpose:

1. To ensure that staff, Committee members and volunteers of the Maldon Neighbourhood Centre act with integrity when representing and/or working with clients and one another.
2. To ensure that staff, Committee members and volunteers of the Maldon Neighbourhood Centre support the safety, participation, wellbeing and empowerment of children and observe child safe principles and expectations for appropriate behaviour towards and in the company of children.
3. To ensure that the behaviours and attitudes reflect the overall principles and values of the Maldon Neighbourhood Centre.

Policy:

The Committee of Management, staff and volunteers of the Maldon Neighbourhood Centre have a legal and moral responsibility to manage the organisation in the best interests of the community it serves. Committee, staff and volunteers will demonstrate professional ethical behaviour at all times – in their responsibilities to the organisation, in their professional relationships with each other, and in their professional service to the community – and will be required to adhere to this code of conduct.

Commitment to the Maldon Neighbourhood Centre and the community

This involves:

- Understanding and supporting the mission, vision and values
- Abiding by all policies and procedures
- Representing the Maldon Neighbourhood Centre in a positive way
- Working to the best of your ability

Personal integrity

This involves:

- Treating all persons with honesty, courtesy and respect
- Being responsible and accountable
- Maintaining confidentiality
- Taking responsibility for reporting any hazards and working safely
- Following up all complaints and grievances according to relevant procedures
- Obeying the law
- Disclosing and avoiding conflicts of interest
- Using MNC resources for the benefit of the MNC

Teamwork

This involves:

- Maintaining a shared purpose
- Appreciating individual difference
- Giving and receiving constructive feedback
- Solving problems collaboratively

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- Supporting each other by encouraging personal growth
- Being available for training and support sessions e.g. staff meetings and informal and formal training

Support the safety, participation, wellbeing and empowerment of children by:

- adhering to the Maldon Neighbourhood Centre Commitment to Child Safety at all times.
- taking all reasonable steps to protect children from abuse
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of all children, including Aboriginal children, children with culturally and/or linguistically diverse backgrounds and children with a disability
- ensuring as far as practicable that adults are not left alone with a child
- reporting any allegations of child abuse to the Centre Coordinator, and ensure any allegation is reported to the police or child protection
- reporting any child safety concerns to the Centre Coordinator
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

I agree to adhere to this Code of Conduct:

Name:

Signature:

Date:

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