**CODE OF CONDUCT**

**Policy**

Board, employees, volunteers and members of Drysdale Football Club must adhere to the organisation’s Code of Conduct which reflects the behaviour expected and is designed to encourage integrity and professionalism.

**Definition**

A Code of Conduct is a set of rules, regulations and guidelines which board members, employees and volunteers are expected to observe during their time with Drysdale Football Club.

**Procedure**

**Code of Conduct philosophy**

The organisation prides itself on the professionalism and ability of its board members, employees and volunteers to meet community needs. The organisation strives to be a leading service provider and to provide a safe, healthy and happy club.

This Code of Conduct is designed to ensure that all board members, employees, volunteers and community members are treated in a manner that reflects the mission, culture and legal obligations of the organisation.

**Compliance**

All members are expected to:

* Observe all policies, procedures, rules and regulations at all times.
* Comply with all federal, state and local laws and regulations.
* Comply with all reasonable, lawful instructions and decisions related to their work.
* Maintain a high degree of ethics, integrity, honesty and professionalism whilst representing Drysdale Football Club at all times. This includes:
	+ during board meetings.
	+ formal and informal discussions.
	+ written correspondence.
* Adhere to the *workplace health and safety policy and procedure.*
* Maintain the confidentiality of the organisation’s operations in relation to service activities, confidential documentation and work practices during and after their employment/volunteering.
* Take reasonable steps to ensure their own health, safety and welfare in the workplace, as well as that of other employees and community members. Employees/Volunteers are expected to make themselves familiar with their workplace health and safety obligations.

**Board member and Employee behaviour**

If a Board member, employee or volunteer breaches the following guidelines, disciplinary action may be taken.

If the breach of conduct is of a legal nature, it will be addressed in accordance with relevant Federal, State or local Government laws and should not:

* Discriminate against another community member on the basis of sex, age, race, religion, disability, pregnancy, marital status or sexual preference.
* Engage in disrespectful conversation, using offensive language at any time.
* Engage in fighting or disorderly conduct, or sexually harass other employees, volunteers and community members.
* Steal, damage or destroy property belonging to the organisation, its employees, volunteers or community members.
* Work intoxicated or under the influence of controlled or illegal substances.
* Bring controlled or illegal substances to the workplace.
* Smoke on the organisation’s premises or in its motor vehicles.
* Accept benefits or gifts which give rise to a real or apparent conflict of interest.

**Privacy and confidentiality**

Ensure that the privacy and confidentiality policies and procedures are read, understood and adhere to by all members.

**Dealing with aggressive behaviour**

Board members, employees and volunteers are expected to provide high standards of service provision but the organisation does not accept any form of aggressive, threatening or abusive behaviour towards its employees, volunteers or by community members.

**Use of computers, telephones, facsimiles**

Unauthorised access and use of confidential information can severely damage the reputation of the organisation and undermine personal privacy.

Board members, volunteers and employees should:

* Use communication and information devices for officially approved purposes only.
* Use these communication and information devices for limited personal use, as long this use does not interfere with their daily duties.
* Not share their password/s with another.

**Use of the Internet and email**

Internet and email are provided to employees and Board members for genuine work-related purposes.

Board members and employees should:

* Limit personal use to a minimum. The organisation may monitor use and call upon employees to explain their use.
* Comply with copyright regulations when using the Internet or email.

Board members and employees should not:

* Divulge personal or confidential information via the Internet or email.
* Use the Internet to access websites or send emails of an explicit sexual nature or in any manner that breaches the *Equity, Anti-Discrimination and Workplace Harassment Policy and Procedure*.
* While the privacy of all employees is respected, emails may be used as evidence if legal action is taken against an employee.
* This information may also be used as evidence of a breach of the *Code* *of Conduct* or the *Equity, Anti-Discrimination and Workplace Harassment Policy and Procedure.*