

POLICY NO: 31

RATIONALE

The purpose of this policy is to establish a commitment by Yarrowong Neighbourhood House Inc trading as Yarrowong Mulwala Community & Learning Centre (YMCLC), registration code 21765, to maintain a harmonious and ethical environment which upholds our mission and values.

Our mission is to provide a whole range of community services that increase life opportunities, choices and skills for all people including those experiencing economic hardship.

Our core values are to be community focused, provide lifelong learning, welcoming, respectful and adaptable.

All YMCLC personnel (staff, volunteers), students, contractors and visitors are expected to behave in ways that are aligned with our mission and values.

RESPONSIBILITIES

Staff, Volunteers and Board of Management

All staff, volunteers, and board of management shall:

- Treat students, contractors, visitors, stakeholders, and each other in a professional and ethical manner always.
- Abide by the organisation's values.
- Maintain confidentiality pursuant to relevant legislation and law.
- Refrain from circumstances which could lead to criticism or derogatory statements concerning the competence or personal behaviour of a YMCLC colleague.
- Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age pursuant to the Child Wellbeing and Safety Act 2005 and mandatory reporting requirements.
- Act in good faith, honestly and without exceeding their authority in all matters relating to YMCLC and community activities.
- Perform their duties to the best of their ability within the scope of their role, being accountable for their performance and maintaining a duty of care for all stakeholders.

- Seek suitable opportunities to improve knowledge and skills, including through participation in relevant professional development.
- Use YMCLC resources efficiently and effectively for official purposes and treat property with due care and ensure it is secured against theft and misuse.
- Abide by the policies of YMCLC, taking all reasonable care for their own health and safety and that of others.
- Act ethically and honestly whilst performing obligations under the VET regulatory framework and any other contracts YMCLC is a party to.
- Respect the right to a harassment free workplace.

Board of Management

All members of the YMCLC Board of Management (BOM) shall:

- Undertake their duties impartially and observe the highest standards of honesty and integrity.
- Avoid any conflict or behaviour that may cause offence or embarrassment to others.
- Inform the BOM if they become aware of dishonesty or a breach of this code of conduct by any other member of YMCLC.
- Participate in fair and open debate and show respect for each other.
- Refer requests for media coverage to the President or Executive Officer

Students

Refer to the Student Handbook, student code of conduct and online behavioural expectations.

PROCEDURE

Any breach of this code of conduct will be taken seriously and may lead to disciplinary action, up to and including termination of employment, or changed working arrangements or the cessation of any contract or engagement. In the case of students, enrolment may be reviewed or terminated.

Disciplinary action may include (but is not limited to):

- Counselling.

- A formal apology.
- Conciliation/mediation conducted by an impartial third party.
- Training on expected standards of behaviour.

RELATED DOCUMENTS

Grievances, Complaints and Appeals form
Grievances, Complaints and Appeals Register
Pre-Enrolment Information
Student Handbook

RELATED POLICIES

Child Safety and Wellbeing Policy
Complaints and Appeals Policy
Continuous Improvement Policy
Discipline Policy
Enrolment Policy
Volunteer Policy

RELATED LEGISLATION

Charter of Human Rights and Responsibilities 2006
Privacy and Data Protection Act 2014
Privacy Act 1988 CTH
Public Interest Disclosures Act 2012

RELATED STANDARDS

Standard 6 RTO Standards 2015
RTO Standards 2025

APPROVAL AND REVIEW DETAILS

| Approval and Review | Details |
|--------------------------------------|---------------------|
| Approval Authority | Executive Officer |
| Advisory Board to Approval Authority | Board of Management |
| Administrator | Executive Officer |
| Next Review Date | |

| Approval and Amendment History | Details |
|--------------------------------------|---|
| Original Approval Authority and Date | 12/04/2007 Board of Management |
| Amendment Authority and Date | 09/07/2019 Board of Management update current policy to new format. 30/04/2025 V2 staffing sub-committee review and update policy including mission and values. 17/06/2025 V2 Board of Management update and review policy to RTO standards 2025. |
| Notes | |