[Insert organisation name/logo]

# CODE OF CONDUCT TEMPLATE

**[Insert organisation name]** strives to create a safe, equitable and effective workplace for employees, members, students, volunteers and stakeholders. The Code of Conduct outlines standards of behaviour required by all employees, Board members, students and volunteers in the performance of organisational related duties.

Employees, Board members, students and volunteers are required to:

1. Understand and carry out duties in a conscientious, competent, safe and honest manner.
2. Dress and act in a professional manner to reflect **[Insert organisation name]** as a reputable organisation.
3. Treat other employees, Board members, students, volunteers and stakeholders fairly and with respect .
4. Contribute to a workplace free from discrimination and comply with anti-discrimination legislation.
5. Not engage in bullying, harassment or violent behaviours.
6. Understand and comply with work health and safety responsibilities.
7. Use **[Insert organisation name]** equipment, facilities and funds for the primary purpose of undertaking organisational duties.
8. Ensure their use of social media does not compromise the reputation of **[Insert organisation name]**, employees or Board members, and does not include derogatory, shaming or other personal attacks towards or about employees, Board members, students, volunteers, members or stakeholders.

***🖌Note\****

*Organisations are encourage to include or delete point number 8 according to their organisational policy in regards to the use of social media.*

*\*Please delete note before finalising this plan*

1. Maintain confidentiality of all **[Insert organisation name]** and personal information obtained during employment and other formal engagement with the organisation and utilise such information for the purposes of carrying out duties, and not for financial or other benefit, or to take advantage of another person or organisation.
2. Declare and/or avoid any interest which may be in conflict with their duties and responsibilities of employment or other formal engagement with the organisation.
3. Understand and comply with the organisation policies and procedures.
4. Seek clarification where needed regarding any part of their employment or other formal engagement with the organisation including details of this Code of Conduct.

I, **[Insert employee name]** have read, understand and agree to this Code of Conduct.

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| --- | --- | --- | --- |
| **Name** |  | | |
| **Signature** |  | **Date** |  |