



**Council
to Homeless
Persons**

Organisational policy

Code of conduct

chp.org.au



8.4 Code of conduct

Section	B: Organisational policies and producers	First issue	30 April 2009
Sub section	8: Human resources	Endorsed	2 May 2019
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Policy statement

The Council to Homeless Persons (CHP) Code of Conduct outlines the standard of behaviour expected of all board members, employees, volunteers and students of CHP.

Application

Code of Conduct

The CHP Code of Conduct requires that board members, employees, volunteers and students of CHP must, in connection with their role at CHP:

- demonstrate commitment to CHP through professional behaviour
- act in accordance with CHP's mission, vision and guiding principles
- behave honestly and with integrity, care and diligence
- treat others with respect and courtesy and without harassment
- promote the cultural safety and participation of Aboriginal people and people from culturally and/or linguistically diverse backgrounds
- contribute to a child safe and child friendly environment at CHP where children feel safe and welcome.
- ensure, as far as practicable, that adults are not left alone with a child.
- report allegations of child abuse to a manager or the CEO and ensure the child is safe
- report child safety concerns to a manager or the CEO
- refrain from any improper conduct which might discredit or damage CHP's reputation
- report known or suspected instances of fraud, corrupt or improper conduct to the CEO
- comply with all applicable Australian laws
- use CHP resources and equipment in a proper manner, for a proper purpose and with due care

- not improperly use confidential information or the employee's duties, status, power or authority to gain, or seek to gain, a benefit or an advantage for the employee or any other person
- be aware of and observe CHP policies and procedures
- avoid conflict of interests that may result in an inappropriate benefit, or gain to a third party or themselves, or the perception of such a benefit or gain occurring
- sign a copy of the code of conduct to indicate they acknowledge they have read it and agree to abide by it
- comply with any requirement prescribed by equal opportunity and anti-discrimination legislation and related CHP policies.

Related policies

There are a number of policies that inform and provide context for the Code of Conduct with which employees, board members, students and volunteers of CHP should familiarise themselves. The key policies are set out under the Related policies and documents header below.

Responsibility

- CEO
- Management group
- CHP employees, Board members, students, and volunteers

Related policies and documents

- CHP purpose, vision, and mission
- Privacy
- Donations and gifts
- Environmental care
- Whistleblowers
- Equal employment opportunity
- Staff discipline
- Harassment
- Sexual harassment
- Social media
- Child safe policy

Declaration

I [insert name] hereby acknowledge that I have read and agree to abide by the above Code of Conduct.

Signature _____

Name _____

Date _____