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POLICY AND PROCEDURE



2.1: CODE OF ETHICS

POLICY

The ethical climate of an organisation is an essential element in establishing its credibility and furthering its mission. An organisational culture that takes ethical considerations into account at every point cannot be produced simply by having the Committee lay down a code; ethical principles must arise from consultation with and responsiveness to the organisation's members, clients, employees, volunteers, and stakeholders.

Cobram Community House commits itself to operating in accordance with an ethical code.

a. Supporting Documentation/Forms/Links

- [Cobram Community House Articles of Association](#)
- [Cobram Community House Code of Ethics](#)
- [2.7: Conflict of Interest Policy](#)
- [2.2: Anti-discrimination Policy](#)
- [2.4: Bullying Policy](#)
- [1.5: Legislative Compliance Policy](#)
- [4.1: Acceptable use of Computers, Email and Internet Policy](#)
- [2.8: Staff Grievance and Dispute Resolution Policy](#)
- [2.10: Fundraising Policy](#)
- [2.3: Access and Equity Policy](#)

b. Definitions

c. Scope

This policy and procedure applies to all staff, volunteers and contractors working for Cobram Community House.

d. Purpose

This policy is designed to provide an operational framework for staff, volunteers and Committee Members in relation to conduct. It specifies Cobram Community House's expectations regarding ethical behaviour.

PROCEDURES

a. Responsibilities

The **Committee of Management** is responsible for the approval of Cobram Community House's Code of Ethics. The **Manager** shall be responsible for disseminating the Code of Ethics and of ensuring its observance.

b. Process

Cobram Community House Code of Ethics (see following) will be developed in order to support the behaviours, values and expectations of Cobram Community House.

The Code of Ethics will then provide a basis from which to review organisational policies and procedures and guide behaviour.

It should be noted that the organisation's ethical position is represented both by the organisation's policies and by its Code of Ethics, and any particular ethical guideline does not necessarily need to be repeated in both.

Sanctions for breaches of the Code will involve penalties ranging from official reprimand to fine or demotion. This will be as determined by the **Manager** and approved by the **Committee of Management**.

Cobram Community House Code of Ethics

Introduction

Cobram Community House commits itself to operating in accordance with an ethical code as specified below:

Volunteers

- Shall, in all business conducted under the aegis of Cobram Community House, place the interests of the organisation over their own interests of those of any other person or persons;
- Shall observe the provisions of the Articles of Association, policies, and rules of the organisation;
- Shall treat the other members of the organisation, and the staff of the organisation, and the office-bearers of the organisation, and the clients of the organisation, with respect;
- Shall undertake any training necessary for the performance of their duties;
- Shall, in any work carried out for the organisation, follow the directions of their designated supervisors;
- Shall not so act as to bring the organisation or its mission into disrepute, nor share proprietary information or knowledge about the organisation with those outside of the organisation.

Staff

- Shall, in all business conducted under the aegis of Cobram Community House, place the interests of the organisation over their own interests of those of any other person or persons;
- Shall observe the provisions of the Articles of Association, policies, and rules of the organisation, including any policies on conflict of interest;
- Shall enthusiastically and competently carry out the duties specified by their contract of employment;
- Shall treat the other staff of the organisation, and the members of the organisation, and the office-bearers of the organisation, and the clients of the organisation, with respect;
- Shall undertake any training necessary for the performance of their duties;
- Shall, in any work carried out for the organisation, follow the directions of their designated supervisors;
- Shall not so act as to bring the organisation or its mission into disrepute nor share proprietary information or knowledge about the organisation with those outside of the organisation.

Members

- Shall observe the provisions of the Articles of Association, policies, and rules of the organisation;
- Shall treat the other members of the organisation, and the staff of the organisation, and the office-bearers of the organisation, and the clients of the organisation, with respect;
- Shall not so act as to bring the organisation or its mission into disrepute.

Committee of Management members

- Shall, in all business conducted under the aegis of Cobram Community House place the interests of the organisation over their own interests of those of any other person or persons;
- Shall observe the provisions of the Articles of Association, policies, and rules of the organisation;
- Shall, as far as possible, attend all meetings of the Committee, and, in the event that they are prevented from attending any meeting of the Committee, shall notify the Secretary of their absence in advance of the meeting;
- Shall devote to their duties the amount of time required to carry them out thoroughly and effectively;
- Shall undertake any training necessary for the performance of their duties;
- Shall treat the other members of the Committee, and the other members of the organisation, and the staff of the organisation, and the office-bearers of the organisation, and the clients of the organisation, with respect;
- Shall not so act as to bring the organisation or its mission into disrepute nor share proprietary information or knowledge about the organisation with those outside of the organisation.

Office-bearers

- Shall carry out enthusiastically and competently the duties assigned to the position;
- Shall, in all business conducted under the aegis of Cobram Community House, place the interests of the organisation over their own interests of those of any other person or persons;
- Shall observe the provisions of the Articles of Association, policies, and rules of the organisation;
- Shall, as far as possible, attend all meetings of the Committee, and, in the event that they are prevented from attending any meeting of the Committee, shall notify the Secretary of their absence in advance of the meeting;
- Shall devote to their duties the amount of time required to carry them out thoroughly and effectively;
- Shall undertake any training necessary for the performance of their duties;
- Shall treat the other members of the Committee, and the other members of the organisation, and the staff of the organisation, and the office-bearers of the organisation, and the clients of the organisation, with respect;
- Shall not so act as to bring the organisation or its mission into disrepute nor share proprietary information or knowledge about the organisation with those outside of the organisation.

Cobram Community House staff, volunteers and where appropriate, members of the Committee of Management, will act ethically in all dealings and will uphold the ethical requirements associated with contracts held by Cobram Community House, including the Skills First VET Funding Contract.

Modification History

All Documents at CCH are version controlled as per policy [8.2: Document Control](#)

<i>Current Version Date</i>	<i>Policy Name</i>	<i>Comments</i>
03/01/2019	2.1: Code of Ethics	Review of policy – minor changes
<i>Previous Version Dates</i>	<i>Policy Name</i>	<i>Comments</i>
19/06/2013	2.1: Code of Ethics	New policy
18/06/2018	2.1: Code of Ethics	Review of policy

End of 2.1: Code of Ethics Policy and Procedure

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