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**ACC CODE OF CONDUCT**

Alphington Community Centre (ACC) is committed to upholding ethical standards, professional behaviours, a positive, inclusive and safe culture and best practice in programs and services.

We pride ourselves on providing a kind, caring and welcoming place for everyone. All staff, contractors, volunteers, participants, visitors, room hirers and our Committee of Governance (Committee) are required to display appropriate attitudes and behaviours.

All individuals must at all times observe a duty of care and:

* Engage in conduct that is in keeping with our culture of kindness, caring and inclusion and treat others with respect, courtesy and sensitivity.
* Foster an environment that encourages equal opportunity for all participants, regardless of race/ethnicity, religious beliefs, age, ability, sexual orientation, gender identity, financial or social background and education in line with our **Diversity, Inclusion, Access and Equity Policy**.
* Not bully or harass others.
* Respect the privacy of all participants, staff, visitors, Committee and volunteers in accordance with our **Privacy Policy.**
* Not misuse their position to benefit themselves or disadvantage others.
* Uphold the organisation’s good reputation. No person is authorised to post content on our social media channels without permission. And they may not post content or post comments on social media channels about our organisation or our community more generally that may be considered unkind, unprofessional, defamatory, obscene, libelous, threatening, harassing, discriminatory, or that in any way infringe copyright or be otherwise unlawful.
* Adhere to all policies and procedures and comply with all laws and regulations.
* Engage in conduct that ensures a safe and healthy environment in line with the **Occupational Health and Safety Policy.**

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**ACC CHILD SAFE STATEMENT**

ACC is a child safe space. We have mandated legal responsibilities, and protect the safety and wellbeing of children and young people accessing our services by:

* Ensuring adults always positively model behaviour for children and young people
* Treating children and young people with respect
* Encouraging children and young people to express themselves
* Listening actively to children and young people
* Acknowledging and encouraging children and young people to feel safe to celebrate their cultural diversity
* Maintaining a safe environment, free from discrimination, bullying and harassment
* Informing children and young people if physical contact is required and asking if they consent and are comfortable with the interaction.

No person shall:

* Shame, humiliate, belittle or degrade children or young people
* Discriminate against any child or young person
* Do anything to cause physical or emotional harm to children or young people
* Show favouritism through the provision of gifts or inappropriate attention
* Develop a special relationship with a child or young person for their own needs
* Arrange contact with a child outside the program space
* Engage in open discussions of an adult nature with a child or young person
* Do things of a personal nature for children or young people that they can do for themselves
* Work with children or young people whilst under the influence of alcohol or drugs, or
* Use inappropriate language in the presence of a child or young person.

Any issues or concerns about the safety or wellbeing of a child or young person at Alphington Community Centre can be reported to any staff member who will refer it on to the Child/Youth Safety Officer.

**Child/Youth Safety Officer (Executive Officer)**

Leanne Coughlin, call or text 0411561420 or email leanne@alphington.org.au.

**Code of Conduct Breaches**

Any breach or violation of this code will be met with disciplinary action, including termination of employment, cessation of engagement with the organisation and fines or penalties. The Executive Officer will manage inappropriate conduct and any breaches of the code in consultation with the Committee.