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Document Name: **Code of Conduct Policy**

Policy & Procedure Number: C of CP 2024

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1. POLICY STATEMENT

(a) The organisation, **Colac RSL Inc** is committed to providing an environment where all members, clients, customers and other external parties:

- are treated with dignity, courtesy and respect, and
- can attend the premises without distress or interference caused by harassment, discrimination, bullying or any other inappropriate behaviour.

(b) The organisation does not accept inappropriate behaviour of, or by, any of its members, suppliers or clients/customers.

(c) Inappropriate behaviour or conduct will not be tolerated under any circumstance.

(d) The code of conduct provides guidelines for all members/employee's behaviour and conduct in the venue and at all times at the organisation. All members/ employees will comply with the code of conduct.

(e) The code of conduct provides explicit explanation of the appropriate and acceptable behaviours when attending at the organisation.

2. TO WHOM DOES THIS POLICY APPLY?

(a) This policy applies to all attendees. For the purposes of this policy, "attendees" shall include:

- every employee;
- contractors/sub-contractors and any of their employees whilst engaged on work for the Employer;
- consultants or consultants' employees whilst on the Employer's work;
- volunteers and unpaid workers including committee members; and
- agents whilst acting on behalf of the Employer.
- All visitors to Colac RSL

3. DISTRIBUTION OF POLICY

(a) The policy is available on the intranet at colacrsl.com.au All attendees will be made aware of any amendments to the policy.

(b) The policy will form part of the induction of new employees and will be provided to all other workers who perform work for the organisation.

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4. POLICY PRINCIPLES

(a) Integrity

All employees/volunteers should conduct themselves with honesty and integrity in all business transactions and in all dealings with others.

The standards set out in this Code of Conduct are intended to form a mandatory standard for all attendees. However, all attendees are also expected to have a high level of personal integrity and demonstrate a vigilant sensitivity to the consequences of every act and a commitment to avoid any impropriety or even the appearance of one.

(b) Mutual Respect

All attendees are expected to treat other attendees, workers, suppliers, clients/ customers, volunteers and anyone else with whom they interact with courtesy and respect.

(c) Fairness

All attendees are committed to dealing fairly with other workers, suppliers, volunteers and other business associates.

(d) Ethical Conduct

All employees will adhere to the standards of conduct that have been set by the organisation and will act ethically in their approach to business decisions.

(e) Company Reputation

The organisation requires all attendees to conduct themselves at all times in a manner which upholds the reputation and good name of the organisation. Attendees must not involve themselves in any conduct which, in the reasonable opinion of the organisation, may tend to harm or prejudice the reputation or good name of the organisation, its associated companies or its workers. This includes not saying or doing anything to or in relation to the organisation, its associated companies or its workers and suppliers which is adverse or prejudicial to or inconsistent with the management or policies of the organisation.

4. CODE OF CONDUCT

(a) Media Enquiries

All media inquiries are to be dealt with by the Secretary Colac RSL. Secretary@colacrsl.com.au

(b) Intellectual Property

Each employee is responsible for protecting the intellectual property rights of the organisation by complying with organisation's policies and procedures from time to time for the protection of these rights.

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Whilst working for the organisation, all intellectual property that is related to the affairs of the organisation, including patents, copyrights, inventions, programs and documentation generated by a worker will become the property of the organisation or its nominees.

(c) Listed below are some of the violations or events that can result in disciplinary action up to and including summary termination of employment or cessation of membership for any other attendee; however, this list should not be considered all inclusive:

- removing or misplacing company property or equipment, records, or company documentation without prior approval;
- any violation of any company policy or procedure, including any violation of the Company's anti-discrimination or equal opportunity policies;
- falsification or misrepresentation of qualifications or experience whilst applying for employment at the organisation;
- destroying or damaging any company property;
- failure to follow the rules and responsibilities as outlined by the Board of Management or your immediate supervisor;
- For employees; consumption of alcohol or any controlled substance during work hours (see *At Risk Behaviour (Substance Misuse) Policy and Procedure*);
- misrepresentation of the prime directive as outlined in the company Mission Statement; See RSL Vic
- For employees; consistent absence from work without proper cause and documentation;
- For employees; consistent lateness without proper cause or documentation.
- non-adherence to the organisation's Smoke Free Environment (also a legal requirement)

5. BREACH OF CODE OF CONDUCT POLICY

(a) A breach of the above obligations will entitle the organisation to:

(i) To take disciplinary action against any attendee/employee up to and including summary dismissal and/or suspension in accordance with the Disciplinary Policy and Procedure under By-Law 10A.

(ii) To terminate and/or suspend the engagement/membership of any other attendee/worker to cease to provide services and/or be permitted to attend the organisation.

6. DOCUMENTS REFERRED TO IN THIS POLICY

- *At Risk Behaviour (Substance Misuse) Policy and Procedure*
- *Confidentiality Policy and Procedure*
- *Disciplinary Policy and Procedure*

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7. REVISION OF POLICY

(a) This policy will be reviewed every three years. Due date 2027. Special reviews will be undertaken where there are substantial changes in legislative provisions.