



Code of Conduct

Objective

This Code of Conduct has been developed to ensure that all employees, Executives, Board members, interns, work experience students and volunteers have clarity and understanding of their responsibilities and obligations.

The Code of Conduct outlines the minimum standards of performance and behaviour expected of all Cire employees, volunteers, Board members or representatives, whether on site, in the community or online.

Code

The following actions and behaviours encompass Cire's Code of Conduct:

- a. Adopt the philosophy of Cire, as illustrated by its mission statement, values and goals;
- b. Strive for Cire achievement and work towards a standard of excellence;
- c. Respect the right of dignity and privacy of all people participating in or attending Cire activities;
- d. Promote the safety, wellbeing and development of all people attending Cire;
- e. Promote and demonstrate care and responsibility for the environment, by reducing waste, responsible waste management and sourcing natural and ethical products;
- f. Maintain duty of care towards others involved in Cire business and activities;
- g. Maintain a child safe environment for children and young people in the course of their work;
- h. Ensure a safe workplace by reducing risks, and reporting incidents, near misses and hazards in a timely manner;
- i. Work co-operatively with, and respect the rights and needs of people attending Cire;
- j. At all times operate within Cire's policies, procedures and guidelines;
- k. At all times positively promote Cire;
- l. Maintain financial responsibility and care;
- m. Communicate respectfully and appropriately, whether via email, verbal or written channels;
- n. At all times act as positive role models in conduct with children and young people;
- o. Promptly report any unethical, dangerous or illegal behaviour or breach of policies;
- p. Maintain confidentiality in relation to any information they have access to regarding the people attending Cire Services or its employees;
- q. Participate in professional development activities and maintain a current and contemporary practice;
- r. Protect Cire and its services, assets and reputation;
- s. Use organisational facilities and equipment for their intended purpose and maintain them properly;
- t. Whilst on duty or representing Cire, dress and appearance is neat, clean and appropriate to role duties and in accordance with Occupational Health and Safety Regulations.



Organisational Area

All Cire Services

Approved by

The Board

Signature:.....

A handwritten signature in black ink, consisting of several loops and flourishes, positioned over the signature line.

Date: *December 2019*

Operative Date

December 2019

Review Date

December 2021