

# Code of Conduct

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## Purpose

The Code of Conduct applies to all people engaged by Hunter Homeless Connect Inc. to deliver its programs. This includes Volunteers, Coordinators, Contractors and Committee Members. The Code of Conduct:

- Provides practical, behavioural and plain English guidelines of what is expected of Our Team.
- Gives enough context that a reasonable person will understand what is acceptable behaviour, in the environments they might find themselves in.
- Establishes agreed essential standards of appropriate behaviour.
- Provides a shared understanding of the commitment expected of Volunteers, Coordinators, Contractors and Committee Members.

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In my role as Service Provider with Hunter Homeless Connect Inc., I promise to:

## Respect People

- Treat all individuals with a sense of dignity, respect, and worth.
- Make a personal commitment to be non-judgmental about cultural differences, living conditions and the lifestyle of each person with whom I work/volunteer and of those who are participating in programs or events coordinated by Hunter Homeless Connect Inc.
- Be courteous and polite in all of my actions.
- Avoid profane and abusive language and disruptive behaviour that is dangerous to self and others.
- Abstain from the use of photo, audio or video recording equipment unless given consent.
- Respect all confidential information. Maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving representing Hunter Homeless Connect Inc., whether this information involves a board member, service provider, volunteer, client or other person.
- Not to pressure anyone to accept my political, cultural, or religious beliefs.

## Take Personal Responsibility

- Be dependable, recognising the commitment and responsibility expected of my assignment.
- Only accept assignment consistent with my interest, abilities and available time.
- Accept assignment with an open mind and a willingness to learn.

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- Avoid conflict of interest situations and refrain from actions that may be perceived as such. Declare any potential, perceived or actual conflicts of interest as they arise to a supervisor, or in the case of Committee Members, to the Chairperson.
- Shall not act in a way that may bring the organisation or another of its volunteers, Coordinators, Contractors or Committee Members into disrepute.

## Act Safely

- Not use, possess, or be under the influence of alcohol or illegal drugs at any time while carrying out work for Hunter Homeless Connect Inc.
- Abstain from all illegal activity.
- Wear appropriate clothing that is suitable for the work environment that does not contain offensive or objectionable material.
- Follow safe workplace practices, including participation in applicable orientation sessions, using appropriate personal safety equipment and reporting accidents, injuries, and unsafe situations.
- Report suspicious activities to the appropriate legal authorities and a supervisor.

## Terms of Agreement

- I agree to abide by the Code of Conduct
- I agree to carry out my role to the best of my ability, and in the case of Volunteers, according to my rostered hours, at the discretion of the Volunteer Coordinator/s
- According to my role, I agree to contact a Volunteer Coordinator, Supervisor or Board Member as early as possible if circumstances prevent my being able to attend an event, shift or meeting as planned
- I agree not to talk to the media or make public or social media comments about incidents or operational matters either during or after an event