

Workplace Code of Conduct Policy



- Title:** Workplace Code of Conduct Policy
- Applies to:** All personnel of Edmund Rice Camps for Kids WA Inc. (ERCKWA). This includes all employed by ERCKWA and individuals engaging in or attending a site where ERCKWA services operate. This consists of all staff members, volunteers, and Board members and includes contractors, partners, and any other individuals or groups that otherwise engage with ERCKWA.
- Geographical Application:** This Code applies primarily in Western Australia, but generally applies in all locations and jurisdictions where ERCKWA operates or provides services.
- Legislation/Regulation:** N/A

5. Policy Statement:

The reputation and successful operation of ERCKWA is built upon the principles of human dignity, fair dealing and ethical conduct. ERCKWA draws upon the sources from which ERCKWA derives its beliefs, essential values and contemporary wisdom:

- the vision and charism of Edmund Rice;
- the Constitution of ERCKWA;
- the current context, legal requirements, and contemporary needs of the community.

ERCKWA's reputation for integrity and excellence requires careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

ERCKWA seeks to promote:

- the highest professional standards of conduct and behaviour;
- the mission, vision and values of ERCKWA;
- the human dignity of all; and
- justice, integrity, transparency and accountability in its operations.

This Code of Conduct provides all personnel across ERCKWA with clear boundaries for their behaviour. The key intention of this document is to ensure the well-being of children, young people and adults engaging with ERCKWA. Compliance with this Code of Conduct is the responsibility of all ERCKWA personnel.

A summary of the behavioural expectations for ERCKWA Camp volunteers is contained in Annexure A to this Policy, contained at the back of the Policy.

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Approval Body:	ERCKWA Board	CEO:	Meg Huitema
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6. Other Relevant Policies:

- General ERCKWA Policy Framework
- Privacy Policy
- Workplace Health and Safety Policy

7. Code of Conduct Obligations

7.1 Legal Compliance

Personnel must comply with legislation, regulations and standards relevant to their position and always act in accordance with a legal duty of care. This includes, but is not limited to, legislation relating to child protection, discrimination, industrial relations, workplace health and safety and privacy. Personnel will be provided with information and training on legislation, regulations and standards relevant to their position during onboarding and orientation, and at appropriate times throughout their engagement with ERCKWA.

7.2 General Professionalism and Ethical Behaviour

In the performance of duties, or at any time when there could be said to be a connection with ERCKWA (eg. When wearing ERCKWA merchandise, spending time with other ERCKWA volunteers or staff etc.), personnel are required to comply with this Code of Conduct and maintain professional and ethical behaviour at all times.

Personnel must respect the dignity, rights and views of others by:

- working cooperatively and collaboratively with others to achieve common goals and a harmonious work environment;
- being courteous, sensitive, and considerate to others;
- respecting cultural, ethnic and religious differences;
- listening to and seeking to understand different points of view (this does not necessarily mean agreeing with the point of view);
- acknowledging the genuine contributions that others make;
- being honest and open in communications;
- informing people of their rights and entitlements where appropriate;
- supporting the personal and professional development of employees under one's direct supervision;
- providing constructive feedback that is considerate and moderate in its tone;
- actively managing workplace conflict involving oneself or personnel under one's supervision to create positive and constructive outcomes; and
- dressing appropriately for the position held, the duties required, and in

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compliance with Workplace Health & Safety legislation, and as determined by the direct supervisor.

Personnel will perform any duties associated with their position diligently, impartially and conscientiously, to the best of their ability, by:

- exercising care, responsibility and sound judgement when carrying out duties and conforming to the principles of natural justice (acting without bias and giving all fair treatment);
- ensuring procedural fairness is followed in all processes;
- maintaining adequate documentation to support any decisions made;
- maintaining and improving the skills, knowledge and competencies required for their position;
- keeping up to date with advances and changes in the body of knowledge, and the professional and ethical standards, relevant to their area of expertise;
- not tolerating dishonest behaviour by colleagues or others;
- not taking, or seeking to take, improper advantage of any information gained in the course of working with ERCKWA;
- not taking improper advantage of one's position to benefit oneself or others;
- not using one's position to gain the advantage in the outcome of procedures involving oneself;
- not allowing political views/affiliations or other personal interests to influence the performance of duties or exercise of responsibilities; and
- refraining from carrying out duties if under the influence of alcohol, any illegal substance, or any drug which impairs performance or poses a risk to oneself or others.

7.3 Program Attendee Behaviour

All personnel who attend a program run solely or jointly by ERCKWA, or an event, gathering, or program associated with ERCKWA, where client children are present, must recognize that at all times they are modelling acceptable behaviour for the other volunteers and children. By consistently modelling positive behaviour and interactions, staff and volunteers are setting a standard that is not confusing or contradictory for children and/or other volunteers to follow.

Accordingly, all personnel who attend a program run solely or jointly by ERCKWA, or an event, gathering, or program associated with ERCKWA, where client children are present, are subject to the following specific rules:

- They must refrain from stereotyping or using language which is sexist, racist, homophobic, transphobic, xenophobic, anti-faith or otherwise discriminatory;

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- They must not be violent or display threatening/aggressive behaviour at any time;
- They must not commit any acts of a sexual nature;
- They must not consume alcohol or illicit drugs or be under the influence or effects of alcohol or illicit drugs;
- They must not use smoke cigarettes, vapes or use any other smoking implement unless authorised by an ERCKWA employee;
- They must not participate in any illegal acts or activities or procure another to commit any illegal acts or activities on their behalf; and
- They must complete ERCKWA accident forms, incident forms or other paperwork as requested of them.

ERCKWA programs and events are run for the purpose of benefiting client children. The focus of the programs and events are the children clients we serve, not for personnel to establish external relationships with client children or other personnel. Accordingly, all personnel must:

- Not attend camps for the purpose of looking for ways to build new personal or inappropriate relationships with other personnel or client children;
- Assist other personnel to maintain a 1:1 ratio of personnel to client children during all activities;
- Participate in various cleaning or other behind the scenes work activities when required to ensure the smooth operation of ERCKWA programs and events;
- Participate in all activities and provide full supervision for client children unless designated an alternative task or given respite by a designated ERCKWA Coach;
- Encourage the client children to take responsibility for any equipment, resources or facilities they use;
- Promote fair play and encouragement as the focus of any game or activity; and
- Endeavour to create a positive, safe and supportive environment for the client children.

ERCKWA encourages personnel to exercise self-care, including by monitoring and taking action to ensure that they safeguard their own physical and mental wellbeing. Accordingly, all personnel should:

- Acknowledge that at times they will need to take a rest or ask for a break, undertake to make these times known to a designated ERCKWA Coach and arrange a suitable time to do so;
- Acknowledge that at times they may be unsure about a set task or need assistance to complete a task and undertake to make these times known to the relevant ERCKWA

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leadership team member; and

- Prepare for demanding days by having sufficient sleep each night.

7.4 Safeguarding of Client Children

ERCKWA is committed to the safety and protection of any person engaging within the ERCKWA community, but especially client children. Accordingly, all personnel which attend a program run solely or jointly by ERCKWA, or an event or program associated with ERCKWA, where client children are present:

- Must not engage in unfair or differential treatment of client children;
- Must not engage inappropriately or act in a harmful or risky manner with a client child;
- Must not physically restrain a client child unless there exists a danger to themselves or others
- Must not contact any client children (past or present), which are met as a result of attendance at an ERCKWA program or event, outside of ERCKWA programs or events. Should a former client child become a volunteer leader, the personnel should be mindful of the invisible authority that may still exist between them, and not use this to the other person's detriment or the personnel's gain;
- Must not have in their possession any camera or mobile phone and may not capture or possess any images of client children unless issued by ERCKWA;
- Must never be alone with any client children, in keeping with ERCKWA policy and best practice for the welfare of all participants;
- Must only enter client children's sleeping space if accompanied by another volunteer or staff member, and there is a specific requirement for them to do so which is relevant to their role;
- Must notify a designated ERCKWA Manager should a child client disclose personal information to them that potentially involves abuse, neglect or other illegal activities; and
- Must agree to keep confidential any personal or sensitive information to which they become aware through their involvement in ERCKWA.

7.5 Compliance with Lawful Direction

Personnel will recognise legitimate authority within ERCKWA and will carry out the reasonable directions of management. Failure to do so may result in disciplinary action, including termination of employment.

7.6 Conflict of Interest

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Personnel have an obligation to ensure that there is no actual or perceived conflict between their personal interests and professional duties. In general, if any personal advantage is obtained, or maybe perceived to be obtained, there is potential to bring one's actions into question.

Where personnel are in doubt as to whether there is a conflict of interest between personal matters and official responsibilities, they have an obligation to raise the issue with their line manager.

Some examples of where conflicts of interest will or may arise follow; these have been categorised into three main types:

- i. Activities which automatically result in a conflict of interest and therefore must be avoided, for example:
 - Acting as a supplier (either in a personal capacity or through one's business) of goods or services to ERCKWA, or any person with whom one deals with in a professional capacity;
 - Being involved anywhere in the purchasing process when an associate's business is the supplier of goods or services;
 - Being a member of an interview panel where one's spouse, partner, near relative or business associate is an applicant.

In the examples given above, the position held in the organisation is significant and it is inappropriate for personnel to delegate the arrangements to a subordinate and expect that any conflict is automatically removed.

- ii. Activities which will result in an actual or perceived conflict, unless formal procedures are followed, for example:
 - Accepting a discount on a personal purchase from a business with which personnel deal in professional capacity;
 - Providing private paid services in time, for which personnel are already being paid by the employer;
 - Accepting gifts, including hospitality, which may be, or perceived to be, linked to the letting of a contract or tender.

In these types of cases it is important for personnel to declare their interests to a manager, normally their line manager, who should ensure relevant processes are documented and transparent to the community and all interested parties.

- iii. Activities where a conflict of interest may, or may be perceived to, occur depending on the circumstances, for example:
 - Assessing external applications for community use of ERCKWA facilities where one is an active member of the external group which is seeking to book the facilities.

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Personnel have an obligation once they become aware that there is, or may be, a potential conflict between personal interest and professional duty (whether real or apparent) to inform a manager (normally their line manager) immediately and to seek guidance on how or whether to proceed.

In general, it is not necessary for personnel to obtain permission to be involved in voluntary or unpaid activities. However, where a conflict of interest arises between these activities and official responsibilities, personnel have an obligation to raise the issue with their line manager.

7.7 Acceptance and/or Giving of Gifts or Benefits

It is expected that personnel will not give, receive or solicit any gifts or benefits from children or adults receiving ERCKWA services. This relates to gifts or benefits for themselves or another person, regardless of their monetary value, which might in any way, either directly or indirectly, compromise or influence their professional standing.

Gifts of a nominal value commonly used for promotional purposes or moderate acts of hospitality, offered as a genuine “thank you” by a client, may be accepted by personnel as long as they have not been solicited. Where possible, gifts should be shared or consideration given to donating such gifts to charity.

Gifts or hospitality offered as an inducement to purchase goods or services, provide information or solicit favourable treatment are not acceptable, regardless of their monetary value.

The nature of the gift and/or hospitality and its acceptance are matters of judgement for personnel involved. They must be satisfied that appropriate guidelines for acceptance have been met. A useful guide is what could be considered “reasonable” and, if knowledge of the gift became public, how the individual would be perceived (for example, what the impact on one’s personal or professional reputation might be, or how it might impact upon future dealings with clients, stakeholders and/or contractors).

7.8 Secondary Employment

Full-time personnel must have written approval from their line manager prior to engaging in any secondary employment or business activity, including a family company.

Part-time employees are entitled to work in a secondary capacity outside ERCKWA provided that their line manager is informed. If there is a possibility of a conflict of interest that could impact adversely on ERCKWA’s financial position, services, clients or standing in the community, they are required to inform their line manager. Where requested by their line manager, or other relevant manager, part-time employees will provide details of any secondary employment.

7.9 Management of Resources

Personnel must use ERCKWA resources economically and ethically. Resources include

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personnel time, finances, facilities, equipment, vehicles and any other property (including intellectual property) which is the responsibility of ERCKWA. Personnel have a duty to ensure that ERCKWA resources are used only for their intended purpose and, as applicable, are well maintained and secured against theft or misuse.

Personnel are fully accountable for the use of ERCKWA work time and resources. Work time or resources must not be used for an outside interest or personal gain (for example, the development of a new commercial idea or writing a book).

Personnel have a duty to report to management any improper use, waste or abuse of resources, corrupt or fraudulent conduct and/or inadequate administrative practices or accountability.

7.10 Confidentiality

Personnel must not divulge, either during employment or after leaving ERCKWA, any confidential information gained as personnel of the ERCKWA or its personnel.

7.11 Reporting of Improper Conduct

Personnel have a responsibility to immediately report any suspected cases of improper conduct to management.

7.12 Protected Disclosures

In reporting any improper use, fraud, waste or abuse of resources, corrupt conduct or inadequate administration or accountability, personnel are entitled to seek support and protection when making such disclosures and to be notified of the action proposed or taken in relation to the disclosure.

Personnel are not entitled to protection from disclosures which, on investigation, are found to be vexatious or malicious allegations; such behaviour may lead to disciplinary action.

7.13 Interaction with other Policies and Guidelines

This Code of Conduct is to be read and understood in conjunction with other policies, guidelines and procedures of ERCKWA. In particular, it is expected that personnel understand and regularly review the following policies and guidelines:

- Child Protection
- Grievance
- Discrimination, Harassment and Bullying
- Workplace Health and Safety
- Privacy

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7.14 Breaches of the Code of Conduct

Alleged breaches of this Code of Conduct by personnel will result in the person being stood down pending an investigation. Should an allegation be substantiated, irrespective of actions that might be taken by third parties, this can result in, but is not limited to disciplinary action, and/or dismissal.

This breach may result in notification to an external agency and, depending upon the outcome of investigations and the decisions of these agencies, could result in criminal charges being laid.

8. Context:

Policies and guidelines of ERCKWA are the reasonable attempt by ERCKWA to interpret the legal and moral requirements applying to the matter they address. Where there is any discrepancy between legislation and any policies or guidelines of ERCKWA, the legislation will prevail to the extent of any inconsistency.

ERCKWA also reserves a right of discretion in relation to the implementation of policies or guidelines as they may deem appropriate. ERCKWA will act reasonably in applying such discretion. In the event there is any dispute in relation to the use, or otherwise, of such discretion the CEO retains the ultimate right to decide on such matter.

ERCKWA confirms that its policies and guidelines are not incorporated into any employment agreement/contract, and as such the terms of ERCKWA's policies and guidelines do not form terms of employment.

Members of the ERCKWA community are expected to take reasonable steps to inform themselves of the ERCKWA policies and guidelines and ensure that conduct is appropriate as required by these policies and guidelines. Failure to abide by ERCKWA's policies or guidelines may result in ERCKWA taking relevant action for misconduct.

9. Definitions:

Line manager means the manager within ERCKWA to whom the personnel are accountable for the performance of their role.

Edmund Rice Camps for Kids WA Inc. (ERCKWA) is a non-profit community-based organisation that serves the needs of kids aged 7–16 and their families. We provide camps and other recreational and developmental activities for children who would not otherwise have such opportunities, supporting kids who are 'at risk' or experiencing some form of disadvantage.

Personnel means all employees and volunteers working within or contributing to the operations of ERCKWA.

Policy means a statement of commitment to a direction which is consistent with the organisation's mission, values, legal obligations, standards and quality expectation.

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Annexure A – Summary of Camp Volunteer Behaviour Expectations

I WILL:

- Conduct myself in a manner that is consistent with ERCKWA’s values, interacting with everyone respectfully and conveying dignity, integrity, empathy, understanding, and patience.
- Uphold safety, including cultural safety, across ERCKWA by providing a welcoming, inclusive, trusted, and safe environment for all people and celebrate diversity.
- Immediately report any concerns or allegations regarding abuse, neglect, exploitation, harassment or harm, including discrimination (including sexism, ableism or racism).
- Notify a designated ERCKWA Manager should a child client disclose personal information to them that potentially involves abuse, neglect or other illegal activities.
- Report any actual or suspected non-compliance with ERCKWA policy or conduct requirements.
- Comply with state, national, and international law, including labour laws regarding children or adults.
- Maintain a current and valid Working with Children Check or relevant other check or exemption.
- Always use and model appropriate behaviour and language, including body language) and communication, verbal and non-verbal.
- Maintain conditional confidentiality and uphold individuals’ rights to privacy.
- Only remain in the presence of a child in swimwear or around toileting, bathing or sleeping facilities if necessary and ensure that doing so is relevant to my role.
- Sleep where allocated.
- Only carry out personal care tasks for children they cannot do for themselves.
- If overseeing sleeping arrangements, ensure that participants and volunteers are separated by gender and age and that volunteers under and over 18 are separated wherever possible.
- Support open-door policies where appropriate and possible with regard to sleeping spaces, bathrooms, and other places of higher risk.
- Assist other personnel to maintain a 1:1 ratio of personnel to client children during all activities.
- Participate in various cleaning or other behind the scenes work activities when required to ensure the smooth operation of ERCKWA programs and events.
- Participate in all activities and provide full supervision for client children unless designated

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an alternative task or given respite by a designated ERCKWA Coach.

- Encourage the client children to take responsibility for any equipment, resources or facilities they use.
- Promote fair play and encouragement as the focus of any game or activity.
- Endeavour to create a positive, safe and supportive environment for the client children.

I WILL NOT:

- Stereotype or using language which is sexist, racist, homophobic, transphobic, xenophobic, anti-faith or otherwise discriminatory.
- Be violent or display threatening/aggressive behaviour at any time.
- Commit any acts of a sexual nature.
- Consume alcohol or illicit drugs or be under the influence or effects of alcohol or illicit drugs.
- Use smoke cigarettes, vapes or use any other smoking implement unless authorised by an ERCKWA employee.
- Participate in any illegal acts or activities or procure another to commit any illegal acts or activities on their behalf.
- Seek to make contact, communicate, or spend time with any children, adults, families or other program beneficiaries outside of program delivery, scheduled program times or outside the boundaries of my professional role.
- Either directly or indirectly, exploit my authority, power or status within any relationships formed with program participants, stakeholders, or beneficiaries.
- Receive/give personal gifts/money/services to/from children or adults receiving ERCKWA services.
- Engage in any behaviour that is in any way coercive, exploitive, threatening, intimidating, humiliating, degrading, or that may otherwise be inappropriate, constitute harassment or result in harm.
- Take photos or videos of participants unless it is explicitly outlined within my role description or contract.
- Attend camps for the purpose of looking for ways to build new personal or inappropriate relationships with other personnel or client children.

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