

breaksea

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Code of Conduct Policy v18.2.22

Purpose

The purpose of this Code of Conduct is to clearly outline the principles and guidelines Breaksea expects from staff, and staff are required to be familiar with and comply with the terms of this procedure at all times.

These principles and guidelines describe responsible conduct, behaviour and decision making expected in the community as Breaksea representatives.

To ensure all staff of Breaksea act appropriately and practice standards of professional and personal conduct that are consistent with Breaksea's values and vision and uphold the public reputation of the organisation.

This Code of Conduct outlines the required standard of acceptable conduct and behaviour that is expected of all Breaksea staff in the performance of their duties and interactions in the communities at all times. Breaksea's Code of Conduct acknowledges staff rights' to be treated fairly, respectfully and equitably within the workplace.

All Breaksea Staff are expected to maintain professionalism, accountability, excellence, mutual respect with both internal and external stakeholders at all times.

Scope

This procedure applies to all Breaksea employees, volunteers and contractors.

Staff means Breaksea contractors and artists.

In so far as this policy imposes any obligations on Breaksea, those obligations are not contractual and do not give rise to any contractual rights. To the extent that this procedure describes benefits and entitlements for staff, they are discretionary in nature and are also not intended to be contractual. They set the terms and conditions of employment that are intended to be contractual out in an employee's written employment contract.

Policy

Breaksea requires that all staff conduct themselves according to the highest standards of ethics, integrity, and professional behaviour when dealing with our clients, colleagues and other stakeholders at all times.

This policy includes, but not necessarily limited to, full compliance with all legal obligations imposed by statute or any other source of law.

This Code of Conduct establishes the standards of professional behaviour that must be met by all staff. Where these standards are not met, appropriate disciplinary action may be taken. In some cases where the breach involves serious misconduct, this may result in summary dismissal. In cases where a breach of the Code of Conduct involves a breach of any law, then the relevant government authorities of the policy may be notified.

Breaksea staff are Commonwealth public officials for the purposes of section 142.2 of the Criminal Code and that this means that acting with the intention of dishonestly obtaining a benefit for any person is punishable by penalties, including imprisonment.

All Breaksea staff are expected to behave and perform their duties in line with Breaksea values above at all times.

Principles

These principles are applicable as the minimum standards of conduct expected from Breaksea Staff.

1. Professional Behaviour:

- At all times, behave in a way that upholds Breaksea's values, honesty and the integrity and good reputation of Breaksea.
- Compliance with all Breaksea policies, procedures, regulations, terms and conditions of employment contracts and contractual agreements.
- Compliance with all laws.
- Contribute in a constructive and positive way that enhances good governance.
- Fulfill Breaksea's purpose and values and funding requirements.
- Devotion of staff the entire time, attention and skill during contractual hours and at other times as reasonably necessary for the staff to perform their duties.
- Refraining from any discriminatory, bullying or harassing behaviour toward customers, clients, co-workers, the Breaksea management and general public at all times.
- To act with due care and due diligence, working in a safe and compliant manner, and to observe all workplace health and safety, legislation, rules and responsibilities.
- To not use, or come to work while affected by use of, prohibited drugs and/or alcohol.

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- To not discriminate on the basis of personal characteristics including but not limited to; sex, race, disability, pregnancy, age, marital status or sexual orientation.
- To ensure and maintain punctuality.
- Treat everyone with respect and courtesy with regards to their interests, rights, welfare and safety and without judgement.
- To respect Breaksea's properties, using them in a responsible manner for their proper purpose.
- Remain open to collaboration and teamwork, transparency and open dialogue, and sharing of theories, ideas and practices with other Breaksea Staff.
- Contribute to a harmonious, positive, safe, and productive working environment through work habits and formation of professional workplace relationships.
- Use Breaksea's property and finances honestly, carefully and efficiently; with due authorisation and without misappropriation and ensure delegation is appropriate.
- Adhere to and maintain privacy and confidentiality at all times.
- Securely store records and confidential information, properly recording actions to maintain transparency and accuracy.
- Breaksea Staff must not misuse their position to the advantage of yourself or others.
- Breaksea Staff must safeguard the rights of staff and students to protect them from abuse, neglect and violence.
- Professional boundaries must be maintained at all times, within a mentor-mentee relationship between the student/external stakeholders and Breaksea Staff.

2. Communication:

- To maintain both during employment and after cessation of employment with Breaksea, the confidentiality of any confidential information, records or other materials acquired during the course of employment.
- To not make any statements to the media about the BREAKSEA's business, unless expressly authorised to do so by the BREAKSEA management (requests for media statements should be referred to the Artistic Director or Creative Producer).
- To not use Breaksea internet to access and/or download sexually explicit material or other offensive material.
- To not use Breaksea email and text to send sexually explicit or suggestive material, or other offensive or harassing material.
- Only disclose Breaksea information or documents as required by law or under proper authorisation to do so.
- Do not misuse Breaksea information or documents for personal or commercial gain for yourself and/or others.

3. Conflicts of Interest:

Staff will seek to avoid conflicts of interest. However, if one arises will immediately advise Breaksea.

Failure to do so may amount to a breach of the terms of your contract with Breaksea.

Consequences

Staff must adhere to this Code of Conduct.

Failure to do so may amount to a serious breach of contract and could lead to the termination of the contract depending upon the circumstances.