



Okines Community House
540 Old Forcett Road, Dodges Ferry TAS 7173

*We are grounded in country and driven by connection - a safe space
for diverse ideas, shared action, and deep belonging*



Our Place

Ethics

Code of Conduct

<i>Authorised by:</i>	<i>Date authorised:</i>
Okines Board	21/8/2025
<i>Last Modified/Version:</i>	<i>Review date:</i>

Our Place
Ethics
Code of Conduct



Okines Community House
540 Old Forcett Road, Dodges Ferry TAS 7173

*We are grounded in country and driven by connection - a safe space
for diverse ideas, shared action, and deep belonging*



Code of Conduct

Policy Statement

Okines Community House (OCH) will set and uphold ethical and professional standards of behaviour.

Purpose: Why is this Code of Conduct required?

OCH is committed to responsive and ethical conduct in providing the best possible service to the community, as well as meeting all statutory compliance obligations.

This Code of Conduct:

- Clarifies the standards of behaviour expected of the Board, staff and volunteers in the performance of their duties in order to ensure that OCH is effective, open and accountable, and that our people and clients have productive and supportive relationships with each other and other persons who interact with OCH.
- Is fundamental to OCH building healthy, positive, and respectful relationships with our community which in turn helps OCH to maintain public trust and confidence in its integrity and professionalism.
- Provides guidance where OCH staff may need to make personal and ethical decisions, or if placed in positions of conflict.
- Governs the way in which all OCH staff and volunteers are expected to relate to one another, external professionals, clients, visitors, and all stakeholders.

The Code of Conduct is not intended to provide a detailed and exhaustive list of what to do in every aspect of work. Instead, it represents a broad framework that will help guide conduct and behaviour in the performance of duties and interactions in the workplace.

Scope: Who or what does this Code of Conduct cover?

This policy applies to the Board; casual, permanent and contract staff; volunteers, students, and contractors across any location in which an OCH House operates.



Okines Community House
540 Old Forcett Road, Dodges Ferry TAS 7173

*We are grounded in country and driven by connection - a safe space
for diverse ideas, shared action, and deep belonging*



Definitions

Conflict of Interest is when a person's personal interests conflict with their responsibility to act in the best interests of OCH.

Personal interests include direct interests, as well as those of family, friends, or other organisations a person may be involved with. It also includes a conflict between a Board Member's duty to OCH and another duty the Board Member has (for example, to another charity). A conflict of interest may be actual, potential, or perceived and may be financial or non-financial.

Confidential Information is information that is not in the public domain and which is by its nature confidential. This includes information of a private or personal nature (such as people's names, contact details and their health and financial information), commercially sensitive information, OCH operational information, information provided in confidence or any information that you ought reasonably to be expected to know is confidential.

Privacy refers to a person's right of control over their personal information and what information about them can be collected and stored. It also refers to the extent of a person's ownership rights to their personal information and any right to view, verify, and challenge that information.

Ethical Behaviour occurs when moral principles are applied to any given situation. As a minimum, ethical behaviours are aimed at causing no harm.

Principles guiding the Code of Conduct

The Code of Conduct has been developed in line with the following principles.

- Everyone at OCH should treat others with courtesy, professionalism and respect.
- Everyone at OCH has the right to be included and heard.
- All people engaged by OCH should act ethically, honestly and with integrity.
- All people engaged by OCH are expected to follow its policies and procedures.
- All people engaged by OCH are expected to comply with all relevant State and Federal laws.



Standards of Behaviour

All Board members, employees, volunteers, students and contractors must ensure that they have read and comply with this Code of Conduct.

The following are not intended to be exhaustive lists of standards of behaviour and may vary from time to time.

1. **Staff, volunteers, students and contractors** are to maintain the highest standards of behaviour in the performance of their duties by ensuring the following.
 - Performing their role to the best of their ability and in a safe and efficient manner.
 - Following OCH policies and procedures, as well as any instructions or directions reasonably given to them.
 - Acting honestly, responsibly and with integrity.
 - Treating all others with fairness, dignity and respect.
 - Communicating professionally, respectfully and honestly at all times.
 - Complying with all Worksafe and OCH safety procedures and having the physical and mental health and safety of themselves and others "front of mind" when undertaking their role.
 - Declaring any Conflict of Interest (including a potential Conflict of Interest) that may conflict with or compromise their role or the work of OCH.
 - Keeping confidential information, including documents, contact details or other information whether shared in writing or verbally, confidential.
 - Not communicating externally on behalf of OCH without express authorisation.
 - Maintaining an appropriate standard of dress and personal hygiene.
 - Complying with applicable privacy legislation and ensuring to the extent possible the Privacy of others engaged by OCH or using its services.
 - Treat all children and young people with respect.
 - Comply with child safe practices., Australian and Tasmanian Child Protection Legislation.
 - Report any allegation, disclosure or concern about child and youth safety to the Chair or Manager of OCH.
2. **Staff, volunteers, students and contractors** are not to engage in the following conduct:
 - Disparaging OCH or bringing it into disrepute, including through the use of email, social media, or engaging with media.



- Seeking or accepting any personal gifts, rewards, benefits or hospitality (Gifts) over the value of \$100 in the course of their role. Any Gift over the value of \$100 must be declared to the Okines Manager who will determine whether the proposed recipient can accept or keep the Gift and will enter it into the Gifts Register.
- Engaging in any activity that may cause physical or mental harm or distress to another person engaged by OCH or using its services. Such activities include verbal abuse, physical abuse, assault, bullying or discrimination or harassment on the grounds of gender, sexual orientation, religion, race, age, disability, or any other prohibited reason.
- Engage in inappropriate conduct with a child or young person.
- Ensure that their capacity to perform the duties required of their role is not impaired by alcohol, drugs or medication
- Providing false or misleading statements to OCH.
- Engaging in any activity that may damage OCH property.
- Taking unauthorised possession of OCH property or Confidential Information.
- Engaging in any illegal activity while carrying out their role, or engaging in any illegal activity outside of the performance of their role which could bring OCH into disrepute, or which would irreparably damage the trust or confidence in the person.

3. **Board members:**

- Must perform their role in a manner which promotes OCH's interests and reputation.
- Must declare any Conflict of Interest (including a potential Conflict of Interest) that may conflict with or compromise their role or the work of OCH.
- Not seek or accept any Gifts in the course of their role over the value of \$100.
- Keep Confidential Information, including documents, contact details or other information whether shared in writing or verbally, confidential.
- Act honestly and with integrity.
- Act and communicate with all people involved with OCH in a professional, courteous and respectful manner.
- Must not engage in any illegal activity while carrying out their role, or engaging in any illegal activity outside of the performance of their role which could bring OCH into disrepute, or which would irreparably damage the OCH's trust or confidence in the person.



Okines Community House
540 Old Forcett Road, Dodges Ferry TAS 7173

*We are grounded in country and driven by connection - a safe space
for diverse ideas, shared action, and deep belonging*



Guide to Ethical Behaviour

OCH wants its Board members, employees, volunteers, students and contractors to engage in Ethical Behaviors. To do this, they should consider the following five questions.

1. Is the decision or conduct lawful?
2. Is the decision or conduct consistent with OCH policies or procedures?
3. What will the outcome be for OCH or any other affected parties?
4. Do these outcomes raise a conflict of interest or lead to a private gain at the expense of OCH?
5. Can the decision or conduct be justified in terms of the public interest and would it withstand public scrutiny?

Breach of this Code

If a person's conduct or behaviour does not meet this Code of Conduct, then OCH may take a range of action against the person. The potential action will be dependent on seriousness of the conduct and the position and manner of engagement of the person (e.g. volunteer, employee, Board member, etc).

As a general guideline, OCH may take any of the following action:

6. Follow the Grievance Procedure.
7. Raise the relevant conduct with the person and request a response or explanation.
8. Ask person to leave premises and not return for a period of time.
9. If necessary, seek more information on the conduct and how it has affected others.
10. Conduct an internal or external investigation into the conduct if it is a serious breach of policy, law or directions.
11. Take disciplinary action if necessary, including but not limited to:
 - a. Performance management, counselling and issuing written warnings.
 - b. Suspending the person from their engagement while the conduct is considered.
 - c. Restricting the person from OCH property and programs.
 - d. Terminating the person's role or employment with OCH.

Guests

Any OCH employee, volunteer or Board member who invites another person (the guest) to be present at any OCH related function or activity, at any location, is responsible for the guest and must ensure that the guest always acts in a manner consistent with these Expected Behaviours.

Governance

The Board will review the Code of Conduct at least every three years, or as appropriate, to ensure that the Code of Conduct continues to align with best practices and OCH values.