



**SISTERS OF THE GOOD SAMARITAN FOUNDATION LTD
GOOD SAMS FOUNDATION STAFF, COLUNTEERS AND CONTRACTORS CODE OF CONDUCT
POLICY**

APPROVED BY THE BOARD ON	
TO BE REVIEWED ON	
LAST AMENDED ON	
CONTACT DETAILS OF EXECUTIVE DIRECTOR (SONYA MEARS)	Email: smears@goodsamsfoundation.org.au Ph: (02) 8752 5313

Policy brief & purpose

The Good Sams Foundation's **Staff Code of Conduct policy** outlines our expectations regarding staff, volunteers' and contractor's behaviour towards their colleagues, people leaders, primary stakeholders, donors, Sisters of the Good Samaritan and the broader community.

We promote freedom of expression and open communication however we expect all staff to follow our code of conduct. You should avoid offending, participating in serious disputes and disrupting others in the workplace. It is important that you foster a respectful and collaborative environment.

Scope

This policy applies to all staff regardless of employment agreement or rank and volunteers

Policy elements

Good Sams Foundation staff and volunteers must follow our Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

Child safeguarding

The Good Samaritan Foundation's Code of Conduct forbids sexual relations with children and bans child labour.

Compliance with law

All staff and volunteers must comply with human resource regulatory requirements and legislation. In Australia this includes but is not limited to: the National Employment Standards, the Privacy Act 1988, the Fair Work Act 2009, the Racial Discrimination Act 1975, the Sex Discrimination Act 1984, the Human Rights and Equal Opportunity Commission Act 1986 and the Disability Discrimination Act 1992.



Staff are expected to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

Respect in the workplace

As Good Sams Foundation staff and volunteers we show respect for our colleagues. We don't tolerate any kind of discriminatory behaviour, harassment, bullying or victimization.

Protection of Company Property

We treat our company's property, whether material or intangible, with respect and care. We protect our company facilities and other material property – eg laptops, phones – from damage, theft and vandalism wherever possible. We respect our incorporeal property – our trademarks, brand and other property (information, reports etc.) only using them to complete our work duties.

We protect company facilities and other material property – eg laptops - from damage and vandalism, whenever possible.

Professionalism and compassion

We show integrity, compassion and professionalism in the workplace – aligning to the parable of the Good Samaritan and the Rule of St Benedict. We understand that we represent the charism of the Sisters of the Good Samaritan and act accordingly.

- **Corruption**

We discourage staff and volunteers from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.

- **Job duties and authority**

All staff and volunteers should fulfill their job duties with integrity and respect toward donors, primary stakeholders, and the broader community. Supervisors and managers mustn't abuse their authority. Leaders should delegate duties to their team members taking into account their competences and workload. Staff and where possible volunteers should follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring.

- **Absenteeism and tardiness**



Staff where possible should follow their schedules. However we are flexible and open to discussion concerning working from home and hours worked per day.

Conflict of interest

We expect staff and volunteers to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

- **Collaboration**

At the Good Sams Foundation we are friendly and collaborative. We work towards a harmonious workplace where each individual's opinions are valued and respected.

- **Communication**

In line with the Rule of St Benedict we encourage staff and volunteers to listen with the ear of their heart and be open and honest in their communication with others.

- **Benefits**

We expect our staff will not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits we offer.

- **Policies**

All staff and volunteers are required to read and follow our Foundation's policies – located at www.goodsamsfoundation.org.au. If you have any questions please ask the Executive Director for guidance.

Performance Management, grievance and disciplinary process

1. Expectations around your work deliverables are captured by your people leader and timestamped on Monday.com
2. Your performance will be monitored weekly, fortnightly or monthly (depending on your role). Good performance will be celebrated and rewarded at the end of the calendar year. Capacity gaps or grievances will be discussed at the time they occur so that an action plan can be developed to address any concerns.
3. A training schedule will be developed with you annually so that you can share any capacity.

Disciplinary actions

The Good Samaritan Foundation may have to take disciplinary action against staff and/or volunteers who repeatedly or intentionally fail to follow our code of conduct.



The following actions by a staff member may result in disciplinary action:

- (a) dishonesty;
- (b) fraud, money laundering or misappropriation of funds offering or accepting a bribes.
- (c) Unreported financial irregularities
- (d) failure to comply with, or breach of, legal or regulatory requirements
- (e) misleading and deceptive conduct, in particular around accounting or financial reporting practices
- (f) corruption
- (a) gross mismanagement and/or breaches of administrative procedures and
- (b) unethical behaviour, bullying and harassment (including sexual harassment).

The disciplinary actions taken will vary depending on the violation.

Possible consequences include:

- Reprimand
- Suspension or termination for more serious offenses.
- Detraction of benefits for a definite or indefinite time.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.

You will be kept informed at all stages of any disciplinary process so that you have transparency and the ability to offer witnesses, documentation of further verbal explanations that might be in your interests.