



Code of Conduct

Version 3.0
Date: 01/05/2024

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1. Purpose

The purpose of this Policy is to establish clear standards and understanding of behaviour conduct and duty of care that is expected of PCYC NSW (PCYC) Board members, employees, contractors and volunteers including Club Community Engagement Committee (Committee) Members and Presidents.

2. Scope

This Policy applies to all Board Members, employees, contractors and volunteers including Committee Members and Presidents.

This Code of Conduct is not intended to be exhaustive, as it is difficult to anticipate and document every behaviour that may be considered appropriate or inappropriate.

3. Responsibility

It is the responsibility of all Board Members, employees, contractors and volunteers to ensure that PCYC's standards of conduct are followed. Each has a responsibility to understand and comply with this Code and the PCYC values.

Individuals must seek guidance when a situation is not clear and report all known and suspected violations of the Code of Conduct to your direct Manager/Supervisor, the People & Culture Team or the CEO as appropriate.

PCYC has the right to invoke disciplinary procedures in the case of employees, contractors or volunteers breaching the Code of Conduct. Breaches of the Code of Conduct may result in disciplinary action up to and including termination of employment or cessation of the volunteer or contractor engagement. Disciplinary procedures in the case of Board Members are conducted by the Board as outlined in PCYC's Constitution. Disciplinary procedures related to the Community Club Committee Members and Presidents are conducted by the PCYC CEO.

4. Policy

4.1 Personal and Professional Conduct

PCYC expects that the Code of Conduct is followed at all times and by all people involved in any way with the organisation and that they will:

- (a) Act with honesty, integrity, and in accordance with this Code of Conduct, Australian laws and legislation, any laws and legislation applicable to the location in which the work is being performed, and all PCYC policies and procedures.

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- (b) Be ethical and treat everyone with respect and courtesy, upholding the principles of equal opportunity, diversity, and inclusion and not partake in victimisation, bullying, harassment, sexual harassment, discrimination or any other anti-social behaviour.
- (c) Respect and value the diversity of all employees and volunteers, the people who use our services, members of the communities in which we work and serve, and all PCYC internal and external stakeholders.
- (d) Be aware of, and act in accordance with PCYC's mission, vision and values.
- (e) Recognise that obligation to abide by this Code of Conduct, and other relevant policies and procedures in many circumstances extends beyond working hours and physical workplaces. This includes our conduct at work-related social functions, on social media and general interactions with work colleagues.
- (f) Not make vexatious or frivolous complaints or reports about any breaches of this Code, the law or PCYC policies and procedures.
- (g) Be professional in, and accept responsibility for, your actions and behaviours.
- (h) Raise concerns regarding decisions or conduct of persons in a Position of Authority through the appropriate channels and in a timely manner.
- (i) Maintain the required standard of accreditation and/or licensing of professional competencies as applicable to your role.
- (j) Ensure that any physical contact with others is appropriate to the situation, such as being necessary for the person's skill development.
- (k) Subject to lawful exceptions, refrain from intimate relations with persons over whom you have authority.

4.2 Performance of Role

PCYC expects that the Code of Conduct is followed at all times by all people involved in any way with the organisation and that they will:

- (a) Follow lawful and reasonable directives from the relevant manager, supervisor, or management of PCYC.
- (b) Positively promote PCYC, act and behave in PCYC's best interests and value its reputation at all times.
- (c) Ensure the usage of personal digital devices meets the behaviour standards set out in this Code.
- (d) Uphold PCYC's health and safety responsibilities in accordance with position descriptions and relevant policies, procedures and legislation.

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- (e) Ensure that we do not adversely affect our work performance or cause any risk to the health and safety of ourselves or others, or breach any of the behaviour expectations outlined in the policies and procedures through the use of alcohol, drugs and other substances illicit, unlawful or otherwise.
- (f) Provide adequate care for and take steps to protect children, young and vulnerable people in our care and ensure our interactions are positive and safe.
- (g) Act diligently in reporting any suspicions, concerns, policy or procedural breaches, fraud and corruption, allegations or disclosures of alleged child abuse to your manager/supervisor or PCYC management, including threats against the safety of children and young people to internal and external authorities.
- (h) Perform your role with professionalism, prioritising time and attention to duties and presenting yourself in an appropriate manner that will best represent PCYC.
- (i) Ensure commencement of duties in accordance with agreed timeframes and that you promptly notify your manager/supervisor of potential delays to your agreed start time and expected arrival.

4.3 Confidentiality, PCYC Property and Conflict of Interest

PCYC expects that the Code of Conduct is followed at all times and by all people involved in any way with the organisation and that they will:

- (a) Maintain the privacy and confidentiality of all PCYC information and intellectual property
- (b) Take reasonable steps to knowingly avoid a conflict of interest or potential conflict of interest and disclose details of instances where this may occur to the relevant manager.
- (c) Take all reasonable care in the use of PCYC's property and protect property in your care.

4.4 Smoke free Environment and Alcohol and other Drugs

All PCYC sites, activities and vehicles are designated as smoke free environments. Smoking or vaping should not be in view of young people or people conducting PCYC related activities when not held on PCYC premises.

The use of alcohol or other drugs whilst you are on PCYC premises or at work may impair your capacity to perform your job safely, efficiently and with the respect of other employees, volunteers and the community. It may also result in the injury or threat to your wellbeing and/or that of others.

PCYC recognises that employees and volunteers are entitled to exercise personal judgment in their private lives if it does not impact negatively on the workplace. Accordingly, the following only applies to drug and alcohol use outside of work if that use results in you being impaired while you are on PCYC premises or at work, including at PCYC functions or while representing PCYC in any capacity, or has a potentially negative impact on PCYC's reputation or relationship with NSW Police.

You must not:

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- i. Consume or possess illicit drugs while on PCYC premises or while at work, or
- ii. Be impaired by alcohol or other drugs while on PCYC premises or while at work. This includes illicit, prescription and non-prescription drugs.
- iii. Being impaired means being adversely affected by alcohol or other drug use so that, in PCYC's opinion, you are not fit for duty, or you are unable to meet normal standards for job performance, conduct and safety.

If alcohol is provided at PCYC premises or while you are at work (or for example, at an approved PCYC function) you may consume the alcohol provided. However, if you do so, you are responsible for ensuring that you:

- i. Limit your consumption so that you do not become impaired, ill or incapacitated
- ii. Always behave in an appropriate and professional manner.

If you are taking any drugs, including prescription medication or non-prescriptive over the counter drugs that might impair you at work, you must:

- i. Advise your manager or immediate supervisor.
- ii. Tell your manager or immediate supervisor if the drugs carry a warning relevant to possible impact on job performance or if you have any doubt about your ability to perform your normal duties
- iii. Comply with any instructions or restrictions that apply to those drugs, including dosage, frequency, and combination with other substances (such alcohol).

If an employee or volunteer attends work whilst intoxicated or under the influence of illegal drugs, they will be asked to leave, and relevant disciplinary action may be taken. Intoxication will not be accepted as an excuse for misconduct.

Where a site, club or activity provides accommodation, no alcohol is to be consumed by anybody on the premises where young people are staying for the night.

4.5 Unacceptable Conduct

Examples of unacceptable behaviour or misconduct include, but are not limited to:

- a. Disruption or undermining of team and workplace relationships.
- b. Disrespect to Club members and visitors
- c. Failure to attend work or an activity according to agreed times and hours.
- d. Refusal to follow lawful and reasonable PCYC directions.

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- e. Failure to declare a conflict of interest or to remove oneself from decision making in a conflict-of-interest situation.
- f. Unauthorised and/or unreasonable personal or family use of PCYC equipment or resources

Examples of unacceptable behaviour or serious misconduct that may result in instant termination of employment, appointment or engagement include, but are not limited to:

- a. Harming, or putting at risk of harm, another employee, volunteer or a PCYC Club Member or user
- b. Offensive, insulting, abusive or discriminatory actions or conduct, including physical or verbal harassment.
- c. Attending the workplace or a PCYC activity whilst intoxicated or whilst judgement is impaired by medication or other drugs.
- d. Having in possession or using illegal drugs at work or at an activity
- e. Malicious damage, theft or fraud involving the resources or name of PCYC.
- f. Downloading, electronic transmission, or possession of sexually explicit, offensive, violent, discriminatory, or racist materials using PCYC information technologies
- g. Serious negligence or dishonesty in undertaking work responsibilities or a role
- h. Breaching the confidentiality of PCYC organisational information, and criminal convictions, including for:
 - (i) sexual offences
 - (ii) drug dealing
 - (iii) violence and fraud offences
 - (iv) other offences and/or associations that would render the person an inappropriate person for work involving children and young people, and
 - (v) other offences that might bring PCYC into disrepute in the community by virtue of the continued association.

4.6 Breaches of this Code of Conduct

Any breaches or suspected breaches of this Code of Conduct, the law, or PCYC policies and procedures (including being charged with criminal offenses) must be reported to the relevant Manager/Supervisor, including cases where you were directed to take action that may be a breach or suspected breach of any PCYC policies, procedures, or the law. If the alleged breach relates to a direct Manager/Supervisor, report the suspected breach to the next level of Management.

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Any breaches of the Code of Conduct, or any other associated policy, procedure or agreement or relevant legislation may result in disciplinary action up to and including termination of employment.

Independent contractors and other non-employees who are found to have breached this policy may result in the termination of their contract/engagement with PCYC.

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5. Document Information


Version History

Version	Date	Document Number	Created By	Role	Reason
3.0	29/04/2024	POL-007	Kellie Lavercombe	General Manager People & Culture	Update of Policy from Version 2.0

Reviewed By

Version	Date	Reviewed By	Role	Reason
3.0	29/04/2024	David Parrish	Head of Audit Risk & Compliance	Update of Policy from Version 2.0

Acceptance Signoff

Version	Date	Reviewer	Role	Signature
3.0	01/05/2024	Ben Hobby	CEO	

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