## Code of Conduct - Staff and Volunteers

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| **Version:** 001 |
| **Date approved:** |
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| **Authority to amend: Board** |
| **Related documents**  *Privacy Policy*  *Privacy Procedure*  *Confidentiality Policy* |

This Code of Conduct outlines the expected behaviour of ABCD staff and volunteers. All staff and volunteers are expected to comply with this Code of Conduct.

ABCD staff and volunteers will:

1. Act honestly, lawfully, in good faith and in the best interests of ABCD as a whole.
2. Act in a manner that furthers the fulfilment of ABCD's objectives and doesn’t bring the organisation into disrepute.
3. Behave in a manner that is respectful, non-discriminatory and upholds ABCD’s values.
4. Comply with all policies, procedures, delegated authorities and rules of ABCD.
5. Observe confidentiality and privacy relating to non-public information acquired by them in their role and not disclose such information to any other person.
6. Ensure that personal and financial interests do not conflict with their role and declare conflicts of interest when they arise.

When uncertain about whether or not an action conflicts with the code, staff and volunteers should discuss the matter with the ABCD Manager.

Prior to commencing their role at ABCD, staff and volunteers will be provided with a copy of this Code and must sign a declaration of commitment to the Code.