


Code of Conduct			
<i>Policy No.</i>	6.6	<i>Version No.</i>	1
<i>Approved date</i>	July 2021	<i>Approved by</i>	Management Committee
<i>Review frequency</i>	Every three years	<i>Review date</i>	July 2024
<i>Supporting Documents</i>	<ul style="list-style-type: none"> • Complaints Policy • Grievance Policy 		
<i>Associated Legislation</i>	<ul style="list-style-type: none"> • <i>Age Discrimination Act 2004</i> (Cth) • <i>Australian Human Rights Commission Act 1986</i> (Cth) • <i>Human Rights Act 2019</i> (QLD) • <i>Disability Discrimination Act 1992</i> (Cth) • <i>Racial Discrimination Act 1975</i> (Cth) • <i>Sex Discrimination Act 1984</i> (Cth) • <i>Fair Work Act 2009</i> (Cth) • <i>Equal Employment Opportunity Act 1987</i> (Cth) • <i>Privacy Act 1988</i> (Cth) & <i>Information Privacy Act 2009</i> (QLD) • <i>Workplace Gender Equality Act 2012</i> (Cth) • <i>Workplace Health and Safety Act 2011</i> (QLD) 		

1. POLICY STATEMENT

Staff, Members, Students/Volunteers and Management Committee Members are expected to conduct themselves in accordance with the Code of Conduct at all times, whether they are in attendance at the Stepping Stone’s Clubhouse, providing services to members or participating in Clubhouse activities outside of the Clubhouse or representing Stepping Stone, including but not limited to face to face, written and verbal communications in the broader community.

All new Staff, Members, Students/Volunteers and Management Committee Members will be directed to the Code of Conduct and its implications for their conduct, behaviour and attitudes during their employment, membership or committee role with Stepping Stone. Every Staff member, Member, Students/Volunteers and Committee Member will be provided with their own copy as part of their induction into Stepping Stone and sign a statement confirming that they understand and agree to abide by the Code of Conduct.

2. SCOPE

The Code of Conduct applies to all Staff, Members, Students and Management Committee Members. When someone joins Stepping Stone, they are agreeing to abide by the Code of Conduct.

3. PURPOSE

Stepping Stone’s Code of Conduct sets out the behaviours, attitudes and ethical practices that guide Staff, Members, Students and Management Committee Members on what the organisation expects of them in the workplace and as representatives of Stepping Stone in the community.

4. CODE OF CONDUCT

In all our services and operations, we act in accordance with our values: Purpose, Enjoyment, Agile, Belong and Community.

4.1 Stepping Stone Staff, Members, Students/Volunteers and Management Committee Members behave in a manner that promotes **Purpose**. We do this by:

- Acting in a manner that demonstrates a belief that each individual is capable of having personal responsibility and self-determination and that each individual has the dignity to grow and learn through their own recovery process.
- Acting in a fashion that communicates a belief in recovery, empowerment, and development.
- Being clear, genuine, and authentic about our roles and in what capacity we are entering into a relationship.
- Acting within the bounds of our roles.

4.2 Stepping Stone Staff, Members, Students/Volunteers and Management Committee Members behave in a manner that promotes **Enjoyment**. We do this by:

- Ensuring that all people who participate at Stepping Stone Clubhouse are included and treated with respect.
- Working together to consider future projects and activities.
- Encouraging the participation of Members in planning or Management Committee meetings.
- Maintaining fairness, honesty, consideration, and empathy in all our dealing with others.
- Using positive and considered language at all times wherever possible.

4.3 Stepping Stone Staff and Management Committee demonstrate **Agility** in all that we do. We do this by:

- Listening to our Members, Staff, Students/Volunteers and Management Committee Members to identify changes in the community, opportunities, needs and direction.

4.4 Stepping Stone Staff, Members, Students/Volunteers and Management Committee Members behave in a manner that promotes **Belonging and Community**. We do this by:

- Respecting the uniqueness and worth of each person.
- Ensuring an environment free of harassment, intimidation, bullying and unlawful discrimination.
- Behaving in a fashion that promotes inclusiveness and which values diversity.
- Taking responsibility for our own safety and the safety of others by following health and safety procedures and bringing hazards to the attention of responsible staff

4.5 Stepping Stone Staff, Members, Students/Volunteers and Management Committee Members act with **integrity** at all times and in all situations. We do this by:

- Complying with the law, relevant regulations, and guidelines.
- Abiding by policies, procedures, and lawful directions that relate to employment and participation with Stepping Stone.
- Being responsible in the use of Stepping Stone information, funds, equipment, and facilities.
- Disclosing and avoiding any conflicts of interest we may have.
- Not using our roles for personal, material, or financial gain or the appearance of such.
- Respecting the privacy and confidentiality of information gained in our roles.

4.6 Staff, Management Committee Members, Students/Volunteers demonstrate integrity at all times. We do this by:

- Setting an example for others in our behaviour.
- Performing our duties with skill, care, and diligence.
- Communicating openly if we require Support.
- Maintaining boundaries between professional and personal relationships
- Promoting the positive reputation of the organisation.

5. Compliance with the Code of Conduct

Where the Code of Conduct has been breached by a **Member**, the following procedures will be adhered to:

- The person who has breached the Code of Conduct will be informed of their breach first verbally in person or over the phone then followed up in writing via email or a letter .
- The breach of the code of conduct will be specified and explained in the written communication.
- If the person does not agree that there has been a breach, they can raise their concerns through the grievance or complaints policy.
- The course of action will be explained in the written communication and the time frame specified for periods of absence required if necessary.
- the written communication will note arrangements for a re-entry meeting if the person has been required to have a period of absence and will be encouraged to bring a support person with them if they so wish. Details of the incident will be spoken about at the face to face re-entry meeting and attended by the person who breached the Code of Conduct and/or their support person and two Stepping Stone representatives.
- The outcome of the re-entry meeting will be documented and delivered to the person involved via written communication.
- Details of the incident will be documented in the Incident Register.

For **Staff, Students/Volunteers and Management Committee Members**, a breach will be responded to following the Supervision Framework, and where relevant, the Complaints Management Policy and Grievance Policy. Any disciplinary action will be undertaken compliant with relevant legislation and awards.