



Code of Conduct Policy

Purpose

This code outlines the standards for defining, and assists in managing, appropriate behaviour and conduct required in SAH staff.

Scope

This policy sets out a code of conduct for all staff of SAH.

Policy Statement

Guiding Principles

SAH is committed to the principles of:

1. Integrity
 - Our behaviour will consistently be honest and ethical.
 - We will at all times act professionally.
 - We will accept responsibility for our actions and outcomes and be transparent in our actions.
 - We will carry out our duties in a lawful manner and ensure that SAH carries out its business in accordance with the law.
 - We will observe a reasonable duty of care to clients, colleagues, and the general public in carrying out the work of SAH.
 - We will observe the confidentiality of non-public information acquired in our roles with SAH and not disclose to any other.
2. Compassion
 - In carrying out our duties we will offer care and compassion.
3. Respect
 - We uphold the worth and dignity of all people regardless of their circumstances.
 - All our communication with clients, colleagues, staff, and managers will be in a manner that is:
 - Respectful.
 - Non-judgmental.
 - Without discrimination.
 - Sensitive to cultural, linguistic, and religious background.
 - We will always operate in a manner that provides sufficient support and access to information to sustain service delivery.
 - We will promote fair, non-discriminatory behaviour and actively discourage behaviour that is discriminatory.
4. Diversity
 - We will embrace diversity and at all times act in an open and fair manner ensuring equal access to opportunities for clients, and staff.
5. Collaboration
 - We will work in a manner that provides support to one another while working towards a common goal.

Breaches of this Code

1. The behaviours listed in this code that reinforce our values outline an expected standard of behaviour. Behaviours which are contrary to the spirit, or the stated requirements of this Code may result in the provision of counselling and/or guidance. In severe or repeated cases of behaviour which disregard the code, disciplinary action may be taken in accordance with SAH's disciplinary procedures which may result in:
 - verbal or written warnings.
 - undertakings to correct behaviour, attending training or mentoring to improve behaviour.
 - Where necessary, termination of employment or cessation of engagement with the organisation, in accordance with any relevant policies/procedures and current employment legislation.

Related Documents

Policy	Approved Delegation of Authority Policy Approved Authorities Policy (TSA) Code of Conduct Policy (TSA) Safety and Wellbeing of Children and Young People Policy (TSA) Sustainable Tenancies Policy
Legislation	National Regulatory Code Privacy Act State Residential Tenancies Act and Regulation Work Health and Safety Act
Other Documents	Tenant Handbook

Document Control

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