

## Code of Conduct Policy

### Purpose

This code outlines the standards for defining, and assists in managing, appropriate behaviour and conduct required in Salvation Army Housing (Victoria)

### Scope

All staff are required to adhere to this policy.

### Employee Code of Conduct

1. SAHV employees contribute to the success of the company and that of our tenants. SAHV fully endorses that all employees are not deprived of their basic human rights.
2. Furthermore, employees have an obligation to the company, our tenants and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine employee and tenant trust.

### Board Code of Conduct

1. The Board Code of Conduct (the Code) provides clear guidelines and standards for the appropriate behaviour expected of Board Directors of SAHV. The Code affirms SAHV's belief in responsible social and ethical behaviour from all Directors.
2. Unlawful and unethical business practices undermine employee and tenant trust and negatively impact the reputation of the business.
3. The Board Code of Ethics (the Code) outlines the Board's intent to conduct its business in an open, transparent and ethical manner.
4. The Board Code of Ethics can be found in the Governance Manual

### 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.
2. In severe or repeated cases of behaviour which disregard the code, disciplinary action may be taken in accordance with SAHV's disciplinary procedures which may result in:
  - verbal or written warnings
  - undertakings to correct behaviour, attending training or mentoring to improve behaviour
3. Where necessary, termination of employment or cessation of engagement with the organisation, in accordance with any relevant policies/procedures and current employment legislation

### Document Control

Authorisation:	CEO
Effective Date:	29 <sup>th</sup> Jul 2020
Version:	01