The Code of Conduct outlines the responsibilities of all students on placement at EveryMan.

1. I understand that I am expected to:
   1. actively support EveryMan’s Mission, Vision and Values.
   2. Respect and comply with EveryMan policies and procedures, with the best interests of the people who use the service and the reputation of the organisation in mind at all times.
   3. treat clients and each other with respect and courtesy and will model respectful behaviour when dealing with challenging behaviours from clients, colleagues or other professionals.
   4. refrain from engaging in personal or sexual relationships with clients.
   5. not take clients to their homes, and to avoid any statements or actions which may encourage or otherwise induce a client to come to their homes.
   6. refrain from providing clients with gifts, or financial or material assistance directly from personal resources. Volunteers should also comply with EveryMan policies in relation to gifts and are not to buy from or sell goods to clients.
   7. maintain an awareness of the impact of their behaviour on others. Listen with understanding and refrain from communicating in an abusive, intimidating, sarcastic or patronising manner.
   8. give their time and attention to ensuring that their work is carried out efficiently and effectively while on duty
   9. comply with EveryMan’s confidentiality and privacy policies and procedures.
   10. not to attend meetings on behalf of or act as a spokesperson for EveryMan without prior authorization from the CEO or his delegate.
   11. ensure that the standard of their work, their personal conduct and their appearance will reflect favourably on EveryMan and foster the respect and confidence EveryMan receives from clients, the wider community services sector, and the public.
   12. always act with sufficient care to ensure own safety and the safety of others, and maintain current Working With Vulnerable People registration
   13. not to consume alcohol when on duty or on the premises, unless at an approved EveryMan function, and not to take illegal drugs when on duty or on the premises.
   14. dress appropriately for the conditions and performance of duties - exercise good judgement regarding clothing and personal appearance and consider the context in which they are working.
   15. to follow any reasonable and lawful direction given by any EveryMan employee or member of the Board of Directors having the authority to make or give that direction.
   16. to observe the strictest practices of honesty and integrity, and not provide EveryMan with false or misleading information to EveryMan
   17. to exercise good judgement and not to engage in any form of conduct in relation to clients, other staff, or members of the public which is likely to harm, or cause offence, embarrassment or fear, or which is likely to bring EveryMan into disrepute.
2. Please tick to indicate that you have read and understand:

¨ read all items from (a) to (q) above

¨ EveryMan’s No Gossip policy attached to this form.

**REPORTING A DISCOVERED CONFLICT OF INTEREST**

Where a conflict between the code of conduct and any procedure is discovered to exist, it is the responsibility of the employee, Board member, volunteer or student on placement, or program manager or Coordinator discovering the conflict to bring it to the attention of the CEO immediately.

I understand that failure to abide by this Code of Conduct may lead to the termination of my placement at EveryMan.

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|  |  |  |  |  |
| *Signature* |  | *Print name* |  | *Date* |