|  |
| --- |
| **Insert name of organisation** |
| **Code of Conduct Policy Template** | |

|  |  |  |
| --- | --- | --- |
| Policy number: Date Adopted: | | |
| Authorised By: | | |
| Date last reviewed: | Reviewed **Insert name of officer, position title** | Date of next review: |

Refer to Section 6 below for information on the process for policy review.

|  |  |
| --- | --- |
| **Policy Context:** This policy relates to: |  |
| Legislation or other requirements | **Insert legislation that applies** |
| Other Standards | **Insert other accreditation systems that apply** |
|  |  |

1. ***Purpose: Why do we have a Code of Conduct Policy?***

The Code of Conduct policy supports the **Name of organisation** Code of Ethics and is a practical document that states clearly how the Code of Ethics will be enacted in all that we do as individuals in a complex work environment whilst at our work.

1. ***Scope***

This policy will apply to **Indicate which staff and volunteers the policy will apply to Are there any limits or conditions on the way the policy applies to some people?**

1. ***Policy Statement: Our Commitment***

**Name of organisation** management committee/board of directors and it’s staff and volunteers are committed to delivering a quality, caring service to our clients. The Code of Conduct provides some clear guidelines and guarantees about how our staff and volunteers will conduct themselves whilst delivering the services and programs.

Our Code of Conduct policy also establishes some reciprocal conduct standards for how clients may interact with staff, volunteers and other service users, when using or attending our services. However, the standards of behaviour and conduct expected of our clients will be outlined in the Client Service Charter.

1. ***Statement –The Code of Conduct***
2. ***Other related policies and procedures***

|  |  |
| --- | --- |
| **Documents related to this policy** | |
| Related policies | **List of related policies** |
| Forms or other organizational documents | * **Insert name of organisation’s constitution** * **List other organisational documents** |

1. ***Review Process***

|  |  |
| --- | --- |
| Policy review frequency: **Indicate how often this policy will be reviewed** | Responsibility for review: **Indicate who will review this policy** |
| Review Process: **Describe how the policy will be reviewed** | |
| Documentation and communication: **Describe how the policy decisions will be documented and communicated** | |

***Code of Conduct Acknowledgement Form***

***For the Insert name of organisation Code of Conduct Policy***

**Insert organisational logo here**







*I have read and agree to abide by the* ***Insert name of organisation*** *Code of Conduct Policy.*

Signature

Date