



**REGIONAL  
VICTORIANS  
OF COLOUR**

# CODE OF CONDUCT

This code of conduct applies to all activities and programs run by Regional Victorians of Colour Inc.(RVOC) All RVOC board members, staff, volunteers and contractors must follow this code of conduct. Hereafter these individuals will be referred to as “employees/volunteers”

## GENERAL BEHAVIOUR

All employees/volunteers will:

1. Be kind, considerate and honest with others
2. Be welcoming and professional in carrying out their duties
3. Follow the directions of their supervisor
4. Treat all community members fairly and with respect regardless of their the nationality, beliefs, opinions, ethnicity, culture, religion, gender, sexual orientation, ability and age
5. Report any incidences of unfair or unequal treatment that they witness
6. Maintain a duty of care towards others involved in RVOC events and activities
7. Operate within the policies and guidelines of RVOC.

No person will:

1. Undertake work or volunteering duties while under the influence of alcohol or illegal drugs
2. Discriminate against or make negative comments about another person or group of people based on their race, culture, religion, gender, sexual orientation, age or ability
3. Act in a way that brings RVOC or its mission into disrepute.

## WORKING WITH CHILDREN

The term child is used for anyone under 18 years of age.

When working with children, all employees/volunteers will:

1. Establish and maintain a child-safe environment in the course of their work
2. Treat children with respect and value their autonomy, cultural identity, ideas and opinions
3. Act as positive role models in their conduct with children
4. Respect the parenting styles and decisions of parents and carers and be non-judgemental in their approach
5. Ensure that adults are not left alone with a child (not including parent/carers with their own children)



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6. Report any suspected abuse or neglect to a supervisor and contact the police if a child is at immediate risk of abuse (telephone 000).

No person will:

1. Shame, humiliate, oppress, belittle or degrade children
2. Engage in any activity with a child that is likely to physically or emotionally harm them
3. Raise their voice at a child
4. Use physical force to guide a child's behaviour
5. Initiate unnecessary physical contact with a child, or do things of a personal nature for them that they can do for themselves
6. Develop a 'special' relationship with a child for their own needs
7. Show favouritism through the provision of gifts or inappropriate attention
8. Arrange contact, including online contact, with children or young people outside of the organisation's programs and activities, without prior permission from a supervisor
9. Photograph or video a child without the consent of the child and his/her parent or guardian
10. Engage in open discussions of a mature or adult nature in the presence of children
11. Use inappropriate language in the presence of children.

## **BREACHES OF THE CODE OF CONDUCT**

If you breach this Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with RVOC

*I have read this Code of Conduct and agree to adhere to it at all times:*

Name:

Signature:

Date: