



# CODE OF CONDUCT

## 1. Purpose

The purpose of this code of conduct is to ensure all Board members, employees, volunteers and players of the Swan Districts Football Club (SDFC) behave appropriately and practice standards of professional and personal conduct that are consistent with our club's values and uphold our reputation.

## 2. Scope

This Code of Conduct applies to all members of the SDFC Board and Committees members, employees, volunteers and players. Anyone who represents the SDFC and at any level.

## 3. Policy Statement

The Code of Conduct outlines the expected standard of acceptable conduct and behaviour that is expected of all those who represent the SDFC in the performance of their duties and interactions in the workplace and community. This required standard of acceptable conduct and behaviour speaks to the SDFC's values directly, and ensures that those connected with the SDFC are seen to be living the values of SDFC in and outside of the club.

The Code of Conduct and the behaviours outlined within this document are fundamental to building healthy and positive relationships with each other, our members, participants and the broader community. The Code of Conduct also governs the way in which Board members, employees, volunteers and players are to relate to other staff, professionals, participants, volunteers, visitors, members and stakeholders.

However, the Code of Conduct is not intended to provide a detailed and exhaustive list of what to do in every aspect of work. Instead, it represents a broad framework that will help guide conduct and behaviour in the performance of duties and interactions in and outside of the club.

## 4. Ethical Principals

This Code of Conduct illustrates the obligations and behaviours expected of all SDFC Board members, employees, volunteers and players and is underpinned by the following principles:

- Integrity
- Accountability
- Honesty
- Impartiality
- Objectivity

It's also important that all involved in SDFC adhere to and promote the following club's values:

- We act with integrity
- Everyone matters
- Raise the bar
- We fly together



## 5. Responsibilities

### BOARD MEMBERS, EMPLOYEES, VOLUNTEERS AND PLAYERS

- Be aware of and comply with the Code of Conduct.
- Report behaviour that may be contrary to the Code of Conduct and required standards of behaviour.
- Role model the required behaviours and standards identified in the Code of Conduct.
- Model the club's values of; "We act with integrity", "Everyone matters", "Raise the bar", and "We fly together".

### LEADERS

- Be aware of and comply with the Code of Conduct.
- Role model the required behaviours and standards identified in the Code of Conduct including through the day-to-day supervision of staff.
- Model our club's values of; "We act with integrity", "Everyone matters", "Raise the bar", and "We fly together".
- Ensure all employees, volunteers and players are aware of the conduct and behaviours expected of them as described in the Code of Conduct.
- Ensure all employees, volunteers and players have access to copies of the Code of Conduct, Swans Values Handbook, and other relevant documents and policies.
- Take appropriate steps to resolve conflict that arises in the workplace to ensure an inclusive, healthy and harmonious work environment.
- Take appropriate action to address breaches of the Code of Conduct by employees, volunteers or players.

## 6. Code of Conduct Application

### PERSONAL AND PROFESSIONAL BEHAVIOUR

All Board members, employees, volunteers and players are expected to maintain a standard of professional behaviour that maintains and promotes confidence and trust in the SDFC.

As Board members, employees, volunteers and players involved in the club, our personal and professional conduct must strive to create an inclusive, harmonious, safe and productive workplace which models our organisational values. As Board members, employees, volunteers and players of the SDFC it is incumbent upon us to:

#### 1. PERSONAL CONDUCT

We all agree to:

- Treat everyone with courtesy, respect and kindness.
- Refrain from all forms of harassment and discrimination based on gender, race, religious belief, political affiliation, disability, sexual orientation or ability.
- Always act honestly, in good faith, and be respectful of the trust placed in us.
- Respect each individual's rights to privacy and keep personal information in confidence.
- Consider the impact of our decisions and behaviour on the well-being of others.
- Refrain from acting in any way that would unfairly harm others.



- Refrain from allowing personal relationships to affect professional relationships and decision making.
- Act responsibly in the event of becoming aware of any unethical behaviour by any other employee or volunteer and report such conduct or activity to the appropriate level of management.
- Accept responsibility when we get things wrong and work to make them right.

## 2. PROFESSIONAL CONDUCT

We all agree to:

- Perform our duties diligently, impartially, with integrity, and to the best of our ability.
- Take our responsibility for the health and safety of ourselves and others when carrying out our duties.
- Be accountable and strive to always achieve the highest standards.
- Comply with any relevant legislative, industrial or administrative requirements and policies.
- Exercise our best judgement in decision making based on the best factual information we have available.
- Support each other in all aspects of the workplace and foster a “one team” culture.

## 3. DEALING WITH CONFLICT OF INTEREST

We all agree to:

- Avoid being placed in an actual, apparent or potential situation of making a decision in relation to SDFC, that might be or seen to be, of personal interest.
- Avoid any financial or other interest or undertaking that could directly or indirectly, compromise the performance of our club.
- Take all suitable measures to avoid or deal appropriately with any situation in which we may have or been seen to have a conflict arising out of our relationship with others.
- Declare any conflicts or perceived conflicts of interest promptly to the appropriate manager to be recorded and addressed.

## 4. USE OF COMPANY RESOURCES

SDFC’s equipment, funds, offices and other resources are to be used:

- Effectively, economically, and carefully; and
- For the benefit of the SDFC and/or broader community.

Minimal use of telephones, computers or similar equipment for private purposes is acceptable in accordance with established procedures and guidelines.

## 5. ACCEPTANCE OF GIFTS AND BENEFITS

- It is unethical for Board members, employees, volunteers and players to solicit any gifts, benefits or additional money for themselves, direct family members or other Board members, employees, volunteers or contractors.
- Under no circumstances are Board members, employees, volunteers or players to accept gifts or benefits, or any inducement which might in any way obligate, compromise or influence SDFC or that person in their official capacity.



## 6. COMPLIANCE AND BREACHES

SDFC's Board members, employees, volunteers and players must comply with this Code of Conduct and report any breaches to their direct line Manager, CEO or Board Chairman.

Any Board member, employee, volunteer or player in breach of this policy may be subject to disciplinary action, up to, and including termination of employment.

## 7. Compliance Undertaking

All Board members, employees, volunteers and players must sign the following compliance undertaking;

*"I agree to abide by this Code of Conduct, the SDFC Constitution and any other policies and procedures determined by SDFC management. I acknowledge that a breach of this undertaking may result in disciplinary action or termination of my position within the SDFC".*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 8. Policy Revision History

Version No.	Date Approval	Contact
1	24.9.20	Jeff Dennis