



Date 29/1/2025

Code of Conduct

Purpose: To set professional standards for all members of Shield and Rebuild, ensuring a safe, respectful, and ethical workplace in compliance with Australian Fair Work laws and other relevant regulations.

Policy:

1. Respect and Dignity:

- All staff, volunteers, and stakeholders must treat each other and clients with dignity and respect, fostering an inclusive and supportive environment.
- Disrespectful, aggressive, or abusive behavior will not be tolerated.
- Cultural awareness and sensitivity training will be provided to ensure respect for diverse backgrounds and experiences.

2. Anti-Discrimination and Harassment:

- Shield and Rebuild is committed to a workplace free from discrimination, harassment, bullying, or victimization in compliance with the **Fair Work Act 2009 (Cth)** and **Anti-Discrimination Act 1977 (NSW)** (or equivalent state laws).
- Any form of sexual harassment, workplace bullying, or intimidation will result in immediate investigation and disciplinary action.
- Employees and volunteers are encouraged to report any incidents through the appropriate grievance channels without fear of retaliation.

3. Professionalism and Ethical Conduct:

- Staff must act honestly and ethically in all professional dealings, ensuring transparency and integrity in their roles.
- Any conflicts of interest must be declared to management to ensure accountability and fairness.
- Employees must adhere to confidentiality obligations when dealing with sensitive client or organizational information.

4. Health and Safety Compliance:

- Employees and volunteers must adhere to workplace health and safety policies as per the **Work Health and Safety Act 2011 (Cth)**.
- All safety hazards must be reported immediately to maintain a secure working environment.
- Any injuries or workplace incidents must be documented and reviewed to prevent future occurrences.

5. Use of Organizational Resources:

- Employees and volunteers must use Shield and Rebuild's resources responsibly and solely for work-related purposes.
- Misuse of company property, including financial misappropriation or unauthorized data access, will result in disciplinary action, including potential legal consequences.

6. Commitment to the Organization's Mission and Values:

- All personnel are expected to uphold the vision and values of Shield and Rebuild in their professional interactions and service delivery.
- Employees and volunteers should actively contribute to maintaining a positive organizational culture.

7. Compliance with Australian Labor Laws:



- Shield and Rebuild adheres to all Fair Work Australia regulations, ensuring fair working conditions, proper wages, and adherence to the **National Employment Standards (NES)**.
 - Employees are entitled to fair working hours, leave entitlements, and workplace rights as outlined under **Fair Work Ombudsman guidelines**.
- 8. Reporting Violations:**
- Any breaches of this Code of Conduct must be reported immediately to a designated supervisor or HR representative.
 - Complaints will be investigated confidentially and fairly, with appropriate action taken in alignment with Fair Work Australia regulations.
 - Retaliation against whistleblowers is strictly prohibited.
- 9. Disciplinary Action:**
- Failure to adhere to the Code of Conduct may result in warnings, suspension, or termination, depending on the severity of the violation.
 - Any unlawful actions will be referred to the appropriate legal authorities.

This policy will be reviewed regularly to ensure compliance with updated Australian employment laws and workplace standards.