

CODE OF CONDUCT

SIMPLE ENGLISH



This Code of Conduct sets guidelines to all staff and volunteers of Barossa Enterprises about the standards expected from you.

It is important that all staff and volunteers adhere to this Code of Conduct to ensure the rights of children and people with a disability are protected.

Barossa Enterprises relies on the quality of its services and products to maintain its standing with its stakeholders and the community it operates in.

As a Barossa Enterprises volunteer, I agree to;

- a) act in a fair and ethical manner
- b) abide by all relevant legislation eg Privacy, Equal Opportunity, Workplace Health & Safety
- c) respect the independence, capabilities and dignity of all individuals
- d) protect the rights, interests, and well-being of Barossa Enterprises clients
- e) ask a supervisor if I am not sure how to do something
- f) speak to your supervisor if you have a complaint, problem, or issue
- g) adhere to Barossa Enterprises Policies and Procedures
- h) not do anything which will give Barossa Enterprises a bad name
- i) tell my supervisor about any personal relationships I have within Barossa Enterprises, to avoid the possibility of a conflict of interest
- j) respect everyone I work with
- k) not come to work while under the influence of drugs or alcohol
- l) not exploit my work relationships at Barossa Enterprises for personal gain
- m) look after the tools and equipment I use
- n) not accept money or gifts from clients
- o) accept feedback given to me about my performance as a volunteer

A more detailed Code of Conduct can be found on the Intranet under Policies.

Name

Signature

DATE