



CODE OF CONDUCT

Purpose

The Code of Conduct is a public statement of how we conduct our organisation, and our business and how we treat our employees, volunteers, competitors, adjudicators, sponsors, audience and stakeholders. The clarification of these expectations reinforces our commitment to respect, fairness, and high social and ethical standards within the workplace. It is also designed to assist staff and volunteers in understanding what acceptable and unacceptable behaviours in the workplace are.

Royal South Street Society does not discriminate against staff, volunteers or clients on the basis of race or skin colour, gender identity, sexual orientation, intersex status, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion or political opinion, national extraction or social origin.

Scope

This policy applies to all employees of RSSS and all non employees present on the worksite such as volunteers, contractors and suppliers will be expected to abide by this policy for the duration of their presence.

The Code of Conduct is applicable in all offices, venues and settings.

Definitions

Fair and Reasonable Treatment	Manage employees and volunteers in a consistent manner that shows respect for human dignity and worth, and provides an environment free of intimidation and bullying. Take account of individual differences within the context of operational needs.
Royal South Street Society	The formal title of the organisation. The organisation that formally oversees the Royal South Street Society Ballarat Eisteddfod
Royal South Street Society Ballarat Eisteddfod	Our core business/event/season of events/eisteddfod which is overseen by the Royal South Street Society

Policy Statement

Vital for successful business practice is mutual trust, respect and integrity that we show our managers, volunteers, customers, suppliers, associates and fellow employees. RSSS has a clear expectation of appropriate work standards so we can foster a positive work environment where everyone's rights are maintained and we all act lawfully and with integrity with all dealings within the company. This will assist in fostering a collaborative and safe workplace for all employees.

The Code of Conduct will:



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- define appropriate standards of conduct;
- define obligations and responsibilities;
- provide guidance when faced with an ethical dilemma or conflict of interest in work;
- promote a spirit of service to the community;
- incorporate the principles of child safety;
- follow the principles of:
 - Impartiality
 - Integrity
 - Accountability
 - Responsive service
 - Fair and Reasonable Treatment: Respecting and balancing people's needs
 - Equal Employment Opportunity: Providing a fair go for all
 - Avenue of redress: Resolving issues fairly.
- be communicated to workforce, contractors and consumers.

1. MANAGERS / Board Director's

Manager's and Board Director's responsibilities include, but are not limited to:

- a) Ensuring that staff have access to copies of the Code of Conduct and other relevant documents and policies;
- b) Ensuring that the requirements of the Code of Conduct are reflected in the day-to-day management of staff;
- c) Ensuring staff maintain high standards of conduct in the workplace taking all necessary steps to resolve any conflicts that arise in the workplace and ensuring any conflict is avoided in the future;
- d) Appropriately recording all reports of actual or potential conflict of interest and all directions given about handling each case.

2. Employees and Volunteers of RSSS

Employees and volunteers of RSSS will:

- Act in accordance with legislation and policies that are applicable within RSSS
- Follow lawful and reasonable directive from management
- Always promote the best interests of the organisation
- Be aware of and align with the RSSS mission and values
- Treat each other, clients, suppliers, contractors, competitors, sponsors and supporters with respect, fairness and consideration, and without any form of unconscious bias.
- Not tolerate misconduct or inappropriate behaviour and will inform a higher authority within RSSS if they witness it
- Maintain confidentiality, not disclosing or misusing RSSS information
- Not be involved in any activity that may cause conflict of interest
- Be accountable for your own action and decisions



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- Be ever mindful of the health and safety of yourself and others in the workplace
- Uphold the principles of equal opportunity, not partake in victimisation, bullying, sexual harassment, discrimination or any other antisocial behaviours
- Perform their role with professionalism, care and responsibility

Eisteddfod Events

The public facing role of our staff and volunteers at our Eisteddfod events at a range of venues is very important. We are ambassadors for the Royal South Street Society Ballarat Eisteddfod. At all times, staff and volunteers should:

- Ensure that their standard of appearance is neat, clean and appropriate for their particular area of work. Where a uniform and/or personal protective clothing/equipment is provided, it must be worn. A high standard of personal hygiene is expected at all times.
- Refrain from any form of personal or public comment about performers, performances, sponsors, adjudicators, decisions or outcomes at any stage of the eisteddfod.
- Observe and support child safety and wellbeing standards at all times
- Observe meal breaks in private designated areas – not eat when on duty in any formal office, front or back of house.

Safety and Environmental Protection

Royal South Street Society is committed to providing safe and healthy work environments and to being an environmentally responsible corporate citizen. It is our policy to comply with all applicable environmental, safety and health laws and regulations.

We are committed to minimizing the impact of our businesses on the environment with methods that are socially responsible, scientifically based and economically sound. We encourage conservation, recycling and energy use programs.

Media Relations

Employees and volunteers should refer any inquiries from the news media directly to the appropriate Manager or Board Chair without offering any personal commentary.

Information on the Internet and other electronic devices

Employees and volunteers should not post confidential or sensitive RSSS information on the Internet including web sites, blogs, social media, unapproved online collaboration, or unapproved online file storage and other similar types of locations.

Consideration should also be given to the risks of transmission of such information via e-mail.

With increased usage of electronic communications, it is important that employees and volunteers remain aware of the possibility of unauthorised parties gaining access to transmitted information.



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Employees and volunteers should not develop or establish social media or web sites using the name of Royal South Street Society or any version of this name without proper authorisation.

Disclosure of Information

RSSS is entitled to the protection and integrity of the information it holds. Employees must only release information that they are authorised to release in the course of their duties and not to release such information in a manner which is misleading or which is likely to be misused. To protect the integrity of official RSSS information, any RSSS information released by employees will not have attached to it any expression of opinion on official RSSS policy or practice, unless authorised to do so.

Health and Safety

Every employee and volunteer shall take reasonable care of themselves and the persons who are at their place of work and who may be effected by their acts and omissions at work. They will cooperate so far as it necessary to enable compliance with any requirement imposed under occupational health and safety legislation in the interests of that legislation and the welfare of Royal South Street Society and its employees.

Breaching this Policy

Any breach of RSSS policy may result in disciplinary action up to and including termination of employment. Disciplinary procedures that can be actioned by RSSS will be in line with the RSSS Disciplinary Policy.

Independent contractors, volunteers and other non-employees who are found to have breached this policy may result in the termination of their contract or services with RSSS.

Supporting Documents

- Privacy Procedure
- Code of Conduct – General Entry and Audience
- Confidentiality Policy
- Child Safety & Wellbeing Policy
- Child Safe Code of Conduct
- Grievance Complaints & Compliments Policy & Procedure

Responsibility

- The Royal South Street Society Board is responsible for monitoring the implementation, outcomes and scheduled review of this policy.



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- The CEO/General Manager/Business Manager is responsible for maintaining the content of this procedure as delegated by the Royal South Street Society Board.

Communication & Implementation

This procedure will be communicated and implemented via:

- Identified and recorded on the RSSS Quality Management Plan Cycle
- Listed in the Policies & Procedures file on the RSSS Intranet
- On Board review/approval, included on Staff Meeting Agenda for location and active implementation
- Staff induction documentation and sessions.
- Listed on the public website

Legislative Context

- Child Safety & Wellbeing
- Privacy Act
- Occupational Health & Safety

Policy Authorisation

Approved by RSSS Board	July 2024	Responsible Person	CEO/General Manager/Business Manager
Version	Version 3 June 2024	Scheduled Review Date	01/01/2026