



TITLE	CODE OF CONDUCT regarding use of Facilities
VERSION NUMBER	2
APPROVAL	
RESPONSIBILITY	Everyone
REVIEW	February 2017

Purpose

The Code of Conduct encapsulates the values and beliefs of Waminda Community House and has been developed by the Board to give participants and staff comprehensive information and specific guidelines.

This Code of Conduct provides a reference as to the way Waminda Community House conducts its business. This Code should be read in conjunction with all other policies of Waminda Community House.

Policy

Waminda Community House has a reputation in the community of being a quality provider of community programs; a reputation that has been built up by the hard work and dedication of a range of people, including all staff. Waminda Community House acknowledges that its continuing excellent reputation and success are dependent upon its honesty, integrity and sound ethical practices.

In the interest of transparency, all staff, Board Members and other volunteers of Waminda Community House aim to maintain these high standards in the way business is conducted by being committed to the following:

- Demonstrating the highest ethical standards in all our dealing with fellow employees, customers, suppliers, volunteers and the community
- Creating and maintaining a working environment where people are encouraged and willing to be open, honest and co-operative.

The Coordinator will ensure that the Code of Conduct is disseminated to and respected by every person within the organisation.

Procedure

Waminda Community House aims to ensure that all participants enjoy a congenial time at this venue and recognises the rights of everyone to full participation in courses run by Waminda Community House in a safe, positive and meaningful teaching environment. Therefore the following will be enforced:

Smoking

- Smoking is not permitted in the enclosed premises of Waminda Community House.

Mobile phones

- Mobile phones cause disruptions to classes and meetings. Waminda Community House requests that ALL mobile phones **be turned off** during class time and meetings.

Food during class

- Unless for prescribed medical reasons, **no** food should be consumed in class time, except during an organized activity or break.

Classroom Behaviour

- It is an expectation that all participants will treat each other respectfully and abide by the 'agreed' rules as negotiated by any class tutor.

Children in classes

- Children are only permitted in classes in exceptional circumstances under prescribed conditions, after consultation with the Tutor. **Parents are responsible for making their own childcare arrangements.**
- It is not expected that parents would bring their children to classes on a regular basis, however, if necessary, Waminda may organise childcare on a needs basis.

State of rooms and meeting spaces

- Classes and meetings run by Waminda Community House are to be conducted in a safe and clean environment. It is therefore important that each group takes responsibility for the general tidiness and cleanliness of the meeting space and equipment;
- It is also the responsibility of each class or group to arrange the furniture in the allotted classroom to meet their particular needs and to pack up after their session and return leave the space clean and orderly.

Pets in classrooms

- Unless as part of a pre-arranged activity, **pets** (with the exception of guide dogs) are **not permitted** in classrooms at Waminda Community House.

Adapted from ACFE sample policy