Incorporation No: A0031117T ABN: 94 539 710 877

Code of Conduct[1]

All members, contractors and collaborators (aka personnel) of Friends of Steele Creek Inc (FOSC Inc) are bound by this Code of Conduct. You are required to follow the purpose, mission and values of FOSC Inc during any activity held by FOSC Inc and in any role you hold within FOSC Inc, in person or online.

Breaches of the code of conduct will be will be investigated by the FOSC Inc committee as outlined in FOSC Inc's Model Rules for an incorporated association, Division 2—Disciplinary action. Complaints regarding code of conduct breaches will be handled in a timely, responsive and sensitive manner.

1. GENERAL CODE OF BEHAVIOUR

FOSC Inc personnel must comply with all State government and commonwealth laws and must:

- comply with FOSC Inc policies, including this policy, regarding appropriate conduct;
- respect the rights, dignity and worth of others, and value their ideas and opinions;
- be fair, considerate and honest in all dealings with others;
- conduct themselves in line with FOSC Inc values;
- maintain a duty of care to others involved in FOSC Inc's programs (where a duty of care applies);
- be professional in, and accept responsibility for, their actions;
- show concern and caution towards others who may be sick or injured;
- as a member of Landcare Victoria Inc (LVI), operate within the rules of the landcare movement which govern LVI and the Member Groups;
- report any unlawful, threatening or violent behaviour to the appropriate authorities.

FOSC Inc personnel must not:

- engage in any unlawful, threatening or violent behaviour;
- shame, humiliate, oppress, belittle or degrade any person;
- engage in behaviour that might be perceived as harassment, bullying or intimidation;
- unlawfully discriminate against any person;
- do anything that brings the landcare movement or LVI into disrepute.

[1] This Code of Conduct is based on LVI's Code of Conduct 2019 and the LVI Code of Conduct template 2023

2. CHILD SAFETY

FOSC Inc is committed to the safety and wellbeing of all children and young people involved in our activities, by providing a safe and nurturing environment in person and online. We advocate for children to be:

Respected	Informed	Involved	Supported	Safe

All FOSC Inc personnel are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to the FOSC Inc Child Safety Policy at all times;
- taking all reasonable steps to protect children from abuse;
- treating everyone with respect;
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and are worried about their safety or the safety of another;
- promoting the cultural safety of Aboriginal children and of children from culturally and/or linguistically diverse backgrounds;
- ensuring the safety, participation, wellbeing and empowerment of children with a disability (for example, during personal care activities);
- ensuring as far as practicable that adults are not left alone with a child;
- if an allegation of child abuse is made, ensure as quickly as possible that the child is safe;
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

FOSC Inc personnel must not:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children);
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps);
- put children at risk of abuse (for example, by locking doors);
- do things of a personal nature a child can do for themselves, such as toileting or changing clothes;
- engage in open discussions of a mature or adult nature in the presence of children (for example personal social activities);
- use inappropriate language in the presence of children, express personal views on culture, race or sexuality in the presence of children;
- discriminate against any child because of culture, race, ethnicity or disability;
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters);
- ignore or disregard any suspected or disclosed child abuse.

By observing these Child Safety Standards, personnel of FOSC Inc acknowledge their responsibility to immediately report any breach of this Code to the President of FOSC Inc (or another committee member if the President is the focus of the allegation) and to Landcare Victoria Inc. Personnel must ensure any allegation of child abuse is reported to the police or child protection.

If you believe a child is at immediate risk of abuse, report the matter to the Police (Phone 000).

3. SAFETY

FOSC Inc personnel should:

- commit to the welfare and safety of other personnel and the public;
- manage risks associated with an activity or event by using risk assessment templates for OHS and Child Safety to identify and rate risks in order to reduce their likelihood, severity and consequence;
- wear personal protective equipment when required;
- report all potential hazards and near misses;
- report all injuries, and accidents;
- participate in inductions and ongoing safety training; and
- report any unlawful, threatening, or violent behaviour to your manager or relevant authorities.

4. CONFIDENTIALITY

- It is improper to disclose confidential information, or allow it to be disclosed, unless that disclosure has been authorised by FOSC Inc or the person who provided the information or is required by law.
- Photos are taken at events. Participants should make it known if they do not want their photo taken. Photos of children's faces are not allowed unless taken by parents/guardians.
- At events, photos of the sign-in sheet or feedback sheet should not be taken.

5. CONFLICT OF INTEREST

FOCS Inc has a Conflict of Interest Policy and Register. Personnel must declare any actual or perceived interests that conflict with their FOSC Inc duties and activities. For example, a conflict of interest may include, but not be limited to:

- promotion of a person's own beliefs, behaviours or practices where these are inconsistent with those of FOSC Inc; and
- personnel behaving in a way that their external, personal, or financial interests or duties to an external entity may compromise their duties, obligations, and responsibilities to FOSC Inc.

Acknowledgment of Code of Conduct

All FOSC Inc personnel should sign this document as a record of their acknowledgement that they are familiar with the Code of Conduct. The Code of Conduct applies to all FOSC Inc personnel whether or not it is specifically acknowledged.

I …… acknowledge that I have read the FOSC Inc Code of Conduct.

I understand that if I breach the Code of Conduct, I will face disciplinary action that could lead to termination of employment, being denied membership, being asked to leave the Committee, step down as a Group Representative or any consequences under State or Commonwealth law.

I agree to abide by the Code of Conduct.

Role	
Signature	
Date	