



## **Code of Conduct**

Sports Aid Code of Conduct lays out the expectations for employee behaviour and lists conduct violations and relevant corrective measures. The Code of Conduct establishes expectations for employees to ensure the organisation operates effectively and efficiently, that employees are treated fairly, that discipline is not unexpected, and that employees always professionally conduct themselves while representing Sports Aid.

Sports Aid Code of Conduct outlines expectations for how staff should behave about their specific terms of employment, the organisation's interests, the well-being of children, and the public they serve.

### **Standards in the Execution of Duties**

1. Employees should do their tasks competently and efficiently and abstain from irresponsible, careless, or purposeful behaviour that might harm work output.
2. Comply with all legal and reasonable employer directions, including all rules and procedures of Sports Aid, and perform all duties as assigned.
3. Comply with all national and state laws.
4. Uphold suitable ethics and behaviour when carrying out tasks and elsewhere if the reputation of Sports Aid may be harmed.
5. Use reasonable caution and don't use or permit the use of Sports Aid's assets, finances, or resources for anything other than permitted ones.
6. Do not expose Sports Aid to liability without the necessary consent.
7. Maintain all required certifications and checks (such as the Working with Children Check) to execute tasks effectively and lawfully.

### **Confidentiality**

8. Employees must ensure that they never intentionally or carelessly divulge any information about Sports Aid's business affairs, software, property, or other operations that could put them at a competitive disadvantage or otherwise harm the company. This applies to both while they are still employed and after their employment has ended.

9. Not divulge or communicate any personal information concerning a child or their family other than in the discharge of official duties, including confidential medical information.

## **Attendance**

10. Employees must report to work on time as specified in their agreement. To only leave work for a valid reason or with the appropriate authorisation.

## **Safety**

11. Employees are forbidden from endangering the security of kids, other employees, members of the public, or Sports Aid/school property.
12. Act according to Sports Aid policies and in a way appropriate for a child-safe environment. Be mindful of other people's safety when using Sports Aid facilities and resources.
13. Exercise proper caution when using Sports Aid property resources and equipment.

## **Respectful and Appropriate Behaviour**

Employees are expected to uphold the rights of the public and their co-workers while doing their jobs. Employees are expected to comply with this obligation by:

- a) Abstaining from actions that could harm or distress other workers, children, or members of the public,
- b) Ensuring that interpersonal relationships at work do not interfere with the performance of duties,
- c) Respecting individuals' rights to privacy when handling personal information,
- d) Refraining from treating children or other employees unfairly or harassing them because of their sex, age, marital status, ethnicity, disability, religion, or other characteristics.
- e) In all interactions with co-workers, kids and members of the public, show respect for their cultural heritage.

## **Restrictions of Employment**

14. Except with Sports Aid's prior written consent, employees may not demand, claim, or accept any fee, gratuity, commission, or benefit from any person other than Sports Aid in exchange for any matter or thing related to the employee's duties and responsibilities.

15. Without prior written consent of Sports Aid, employees are not permitted to engage in any work or activity that could conflict with or compete with Sports Aid's business or adversely affect the performance of their duties.
16. Employees are prohibited from securing future work with any of Sports Aid's client schools after quitting the position with the organisation for any reason. Any violation of this condition will result in a fine of \$1,000 for each season they work independently. The terms of this clause shall remain fully operative and enforceable even after termination of employment with Sports Aid.
17. Employees who have been introduced to a school by Sports Aid are not permitted to accept a position there directly. Employment with Sports Aid may be terminated if this is discovered.

## **EFFECTS OF BREACH OF THE CODE OF CONDUCT**

### **Types of Misconduct**

The following behaviours are examples of misconduct that violate the code of conduct for Sports Aid. These are not all-inclusive lists. Any other significant issues could result in disciplinary action.

**Misconduct** typically results in disciplinary actions but can also result in summary dismissal with or without notice.

**Serious misconduct** will typically result in termination. Any such summary dismissal of an employee may be made with or without notice.

What is "Misconduct" and "Serious Misconduct"?

Depending on the specifics of each situation, these behaviours may qualify as "misconduct" or "serious misconduct". The following variables need to be considered while making decisions of this nature.

- The nature and circumstances of the activity
- The employee's position, duties, and responsibilities
- The effects of the activity on the employee's ability to carry out those duties and responsibilities.
- The effects of the activity or its effects on working relationships with co-workers, kids, their families, outside contacts, and the general public.

When actions pose significant risks to kids or Sports Aid staff members or cause substantial harm or loss – whether of a physical, psychological, or financial nature – to Sports Aid, they are considered severe misconduct.

## **Behaviour Outside of Work**

Employees should avoid bringing Sports Aid into disrepute through their private activities because, as a general principle, management has no concern for personal (outside of work) behaviour unless it interferes with the performance of official duties or reflects on the standing integrity of the organisation.

## **Misconduct**

Misconduct includes any actions or inactions that could result in harsh disciplinary measures, such as dismissal.

Employees found to have violated any behaviours considered to be misconduct may be summarily dismissed. Any written warnings will be sent to the employee with a chance to respond.

Employees who violate company policy after receiving a written warning risk being fired with notice or given compensation in place of notice.

Other associated infractions committed during the same time may also be subject to the warning procedure. Examples of this type of behaviour could include, but are not limited to, the following:

- Failing to maintain an acceptable level of work performance, such as incompetence, carelessness, inefficiency, wasting time, and tardiness.
- Failing to follow Sports Aid policies, standard procedures, and regulations and/or valid instruction given by a supervisor or authorised person.
- Regularly arriving late for work.
- Being absent from the assigned place of work during working hours without authorisation or valid reason
- Sleeping while on duty
- Improper use, undue wastage, wilful damage, or negligent use of Sports Aid property, resources, or equipment
- Failing to notify their supervisor or another authorised person when they cannot start work at the regularly scheduled time.
- Arriving at work in an unsuitable state of dress
- Unable to carry out their tasks in a safe and appropriate manner.
- Behaviour that is inappropriate and/or disruptive at work
- Offensive or unreasonable behaviour that is likely to upset children, their families, or other employees. This covers the use of vulgar language and behaviour that is sexually suggestive, racially derogatory, or otherwise likely to cause someone discomfort or offence.
- Smoking in any school or other area while working for Sports Aid.
- Failing to report a fire or the use of fire equipment.
- Failing to follow safety regulations.

- Operating in an unsafe manner or failing to use safety equipment as needed.
- Failing to notify their supervisor of any event involving a child's harm, the injury of a co-worker or a public member, the destruction of Sports Aid property, or damage to client property.

## **Serious Misconduct**

- Refusing to carry out legal directions from managers or supervisors doing specific tasks improperly, sometimes known as "walking off the job."
- Using intoxicants while on the grounds of Sports Aid or any other side where Sports Aid services are being offered, or bringing intoxicants into Sports Aid property or business without permission.
- Conduct that puts the safety of children or staff at risk, such as smoking or unauthorised use of firefighting or safety equipment.
- Acts or omissions that endanger the safety of children, members of the public, or another staff member.
- Falsifying any claim for reimbursement or remuneration
- Failing to report to supervisors any accident affecting the child's welfare.
- Unauthorised possession of property belonging to a child
- Taking the position of or removing another employee's belongings without that employee's permission.
- Any other intentional falsification of a Sports Aid record
- Misrepresenting Sports Aid for personal gain
- Disclosure to an unauthorised person of confidential information about any child and their family, a client, or an employee of Sports Aid or disclosure of any other confidential information to Sports Aid.
- Intentional or careless deeds or omissions that seriously harm Sports Aid's property.
- Coercive racial or sexual harassment of kids, the public, or other staff
- Refusing to show up for a session on multiple occasions without a valid cause of doctor's note.