

# *A Little Lifetime* Foundation

Formerly ISANDS - founded 1983



## **Code of Behaviour**

It is the policy of A Little Lifetime Foundation that board members, volunteers, staff and contractors should have a clear understanding of what is acceptable behaviour.

In performance of their roles/duties board members, volunteers, staff and contractors must:

1. Operate within A Little Lifetime Foundations values of quality, compassion, empathy, inclusivity, trust and collaboration and confidentiality.
2. Maintain high standards of service delivery by:
  - a) Providing services and support responsibilities conscientiously, honestly and efficiently.
  - b) Acting within the law.
  - c) Declaring any conflicts of interest.
3. Observe appropriate behaviour at work by:
  - a) Interacting with stakeholders and members of the public fairly, promptly and respectfully.
  - b) Dressing in a professional manner.
  - c) Avoiding using inappropriate language.
  - d) Not accessing any inappropriate material on A Little Lifetime Foundation computers.
  - e) Avoiding causing deliberate harm to any A Little Lifetime Foundations equipment.
4. Create a safe working environment by:
  - a) Refraining from working while under the influence of drugs and alcohol.
  - b) Not engaging in any form of harassment, bullying or threatening/violent behaviour.
5. Participating in any training/supervision required by A Little Lifetime Foundation.

## **Code of Behaviour Agreement**

I \_\_\_\_\_ have read and agree to the terms of A Little Lifetime Foundation's Code of Behaviour.

Signed \_\_\_\_\_

Date \_\_\_\_\_