

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 _____