

# Code of Conduct and ethics

Last edited: 22 Oct 2019, 12:26 PM

## Introduction

This policy provides guidelines on how employees are to conduct themselves at Gold Coast Recreation and Sport Inc (GCRS).

## Applicability

### When

- applies at all times.

### Who

- applies to all staff at every level of the organisation.

## Code of Conduct

In the course of their duties, employees of GCRS must:

- behave honestly and with integrity and in a way that upholds the organisation's philosophy and good reputation
- act with care and diligence
- know and comply with all policies, procedures, processes and guidelines that relate to their duties
- treat everyone with respect, courtesy and fairness
- comply with all applicable Australian laws
- comply with any lawful and reasonable direction given by someone in the organisation who has authority to give the direction
- maintain appropriate confidentiality
- take reasonable steps to avoid conflicts of interest, report those that cannot be avoided and cooperate in their management
- use the organisation's resources in a proper manner
- report breaches of the Code of Conduct by other employees and volunteers
- be aware and understand the NDIS Code of Conduct in regards to providing supports or services to people with a disability
- be aware and understand GCRS Child Safe Policy and Working with Children Code of Conduct