



SUSSEX NEIGHBOURHOOD HOUSE

CODE OF ETHICS for COMMITTEE OF MANAGEMENT, PAID STAFF & VOLUNTEER STAFF

I _____ agree to abide by the Code of Ethics
(Name)
of Sussex Neighbourhood House as expressed in the following statement:-

PRINCIPLES OF PRACTICE

1. **Commitment to Social Justice**

Sussex Neighbourhood House has a commitment to the following four principles:

- **Equity:** a fairer distribution of economic resources and power.
- **Access:** ensuring fair and equal access for all people, to those services that relate to quality of life.
- **Participation:** maximising the opportunities for people to participate in the circumstances which affect their lives, their personal development and local issues.
- **Rights:** developing fairer, more comprehensive rights that are equally enforceable by all people regardless of their income and social background. We are talking here not just civil and political rights but the broader definition, including industrial and social and economic rights as well.

ALL staff, volunteers and Committee members will work towards achieving the above principles for all in our community.

ALL programs and services will reflect the House aims and statement or purpose.

2. **Confidentiality and Privacy**

- All Staff, Volunteers and Committee of Management Members will be required to sign, and comply with the Sussex Neighbourhood Privacy Agreement.
- Committee of Management will comply with all relevant Privacy Legislation and respect the confidentiality of information obtained in the course of any meetings, or the performance of their role at Sussex Neighbourhood House.
- Committee of Management will not discuss, or allow any unauthorized or unintentional access to, information relating to employees, House users/learners/participants/, committee members or the content of meetings, except as necessary to relevant staff, or the Manager.
- Staff and committee members will respect the confidentiality of information obtained in the course of advice or referral service. The worker/committee member will not share information revealed by House users/learners/participants without their consent except when compelling moral or ethical reasons exist.
- The worker needs to inform users fully about their rights under Privacy legislation, the purposes for which information is obtained and how it may be used.
- The staff member working with the House users/learners and participants will allow them supervised access to the file.

- In the event that the staff member is no longer employed at the service, supervised access to their personal file will be made possible upon application to the Manager.
- When providing House users/learners/participants with access to records, the worker will take due care to supervise access to those records and to protect the privacy of others contained in those records.

3. Professional Conduct

- The staff member/volunteer/committee of management member will act to ensure that all persons have access to the resources, services and opportunities which contribute to their well being.
- The staff member/volunteer/committee of management member will aim to expand choices and opportunities for all persons with special regard for isolated, disadvantaged or oppressed groups and persons.
- The staff member/volunteer/committee of management member will encourage respect for the diversity of cultures, which constitute Australian society.
- The staff member/volunteer/committee of management member will encourage informed participation by members of the community in addressing relevant social/personal issues. The appropriate role is to empower and work with members of the community not to counsel, or decide what is best for clients.

4. Relationship with Employing Organisation

- As an employee, the staff member will recognise the stated aims of the organisation, contribute to these and work towards the best possible standards of service to the community. Personal values contrary to those stated in the House aims and relevant Acts must not be practised/exercised during the program service delivery.
- Where policies or procedures of the House go against appropriate Acts, eg Equal Opportunity Discrimination, etc. the staff member will endeavour to effect change through appropriate channels.

5. Self Empowerment

The staff member will provide House users/learners/participants with the accurate information regarding the extent and nature of the services available to them and will not knowingly withhold such information. The staff member will let House users/learners/participants know of their rights and the implications of services available to them.

6. Services

The staff member will act to prevent practices that are inhumane or discriminatory against any person or group of persons.

7. Distribution of these Procedures

All new staff member/volunteer/committee of management members shall sign a copy of these procedures prior to the commencement of their role at Sussex Neighbourhood House.

Signed: _____

Date: / /