



Croatian Catholic Centre Sunshine Code of Conduct

Introduction

Our Code of Conduct sets a clear and consistent standard of behaviour that is expected from all guests, visitors and users of the Croatian Catholic Centre Sunshine (CCCS). The Code of Conduct guides what we value and how we work with each other.

Our rules and regulations are intended to be fair and reasonable. They are binding on all users of the Croatian Catholic Centre Sunshine. They are the foundation of how we act and behave while on the premises. It ensures we make the right decisions, work safely, behave ethically and abide by the appropriate standards and procedures.

Should there be a need or requirement to update or change the Code of Conduct, the Croatian Catholic Centre Sunshine reserves its right to update these rules and regulations and to issue new ones at its discretion.

The Croatian Catholic Centre Sunshine will endeavour to bring any changes to the immediate attention of any user(s) of the premises.

Definitions

For the purpose of this document:

- **CCCS** means the Croatian Catholic Centre Sunshine;
 - **Premises** means the grounds, church, community hall, and all land and established buildings located on and belonging to the Croatian Catholic Centre Sunshine located at 22 Fitzgerald Road, Sunshine West, VIC 3020;
 - **You, Guest, Visitor or User(s)** means a Person, a Body Corporate, Business or an Incorporated Association.
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Behaviour

We are committed to an inclusive culture using principles of equality and diversity. For this reason, it is a requirement that while on the premises, you observe the basic rules of courtesy and good behaviour. Give due regard to the well-being of others regardless of position and rank.

You **must not** engage in any form of disorderly conduct which includes:

- discourtesy, or rudeness in language or behaviour;
- use of profane or obscene language;
- engaging in horseplay or any other form of unruly behaviour;

- bullying and harassment of any kind;
- abusive, insulting or offensive language or comments;
- aggressive and intimidating conduct;
- belittling or humiliating comments;
- victimisation;
- practical jokes or initiations;
- spreading misinformation or malicious rumours;
- provoking or instigating a fight, threatening or intimidating anyone on premises;
- inflicting physical harm on another person within the premises;
- bringing in and consuming alcoholic beverages within the CCCS premises and outside licenced hours;
- possessing, using, distributing or peddling restricted or banned substances such as narcotics and other dangerous drugs;
- possessing, distributing, showing or lending to others obscene or pornographic materials;
- gambling in any form within the CCCS premises.

A breach of any of these instances is considered sufficient ground for immediate dismissal.

Personal Integrity

Observe high ethical standards and act in good faith in your dealings with the CCCS and with others.

You **must not**:

- falsify reports, official records or documents of the CCCS;
- commission, or be a party to the commission, of a criminal offence against a person or property of the CCCS.
- give false testimony, or give false information on personnel or other official records;
- evade paying your obligations;
- use your position, or access to CCCS records and other data, to further personal gains or interests;
- get involved in immoral or illicit relationships or activities which violate common decency or morality;
- betray the CCCS's trust and confidence;
- conduct yourself in a manner that will embarrass or discredit the CCCS.

A breach of any of these instances is considered sufficient ground for immediate dismissal.

Confidential Matters

We recognise the importance of the right to privacy and protecting confidential information with our commitment to proactively manage data and data

security threats. If you are in custody of confidential records, safeguard any information in such records as well as those conveyed to you in confidence.

You **must not**:

- divulge, or provide access to, confidential information to unauthorised persons; obtain unauthorised access to confidential information;
- intentionally fail or refuse to carry out reasonable orders, instructions or directives of superiors.

A breach of any of these instances is considered sufficient ground for immediate dismissal.

Responsibility for Funds or Property

Exercise care and diligence in handling CCCS funds and property entrusted to your custody by virtue of your position or by direct authorisation or assignment. Likewise, respect each other's personal property.

You **must not**:

- misuse, or be careless with tools and equipment resulting in damage to CCCS property;
- misuse or misappropriate CCCS funds for one's own use or benefit;
- deliberately damage CCCS property;
- steal CCCS property or the personal property of another;
- fail to observe security precautions, resulting in loss of CCCS funds or property;
- fail to report, as soon as possible, any significant loss of, or damage to, CCCS property;
- use CCCS property to which you have not been assigned, or use CCCS property for personal purposes, unless with prior formal approval;
- take out CCCS property from the CCCS premises unless with prior written authorisation;
- withhold from the CCCS any fund or property belonging or entrusted to the CCC.

A breach of any of these instances is considered sufficient ground for immediate dismissal.

In cases of tenancy not meeting your obligation notice, such as contributing to the running costs of the CCCS, notice must be given one week prior to the months beginning to adjust if necessary to suit all parties. Written and signed documentation will be required for adjustments to be made.

Security and Safety Measures

Take reasonable security and safety precautions. Report any security or safety hazards promptly to the management. Report any accident or injury immediately.

You **must not**:

- disregard or violate security and safety rules, including fire, theft and CCCS traffic regulations;
- bring in or possess a deadly weapon, including bladed weapons, firearms or explosives on the CCCS premises;
- display firearms, licenced or unlicenced, or any other deadly weapon on CCCS premises;
- refuse to submit to security requirements.

A breach of any of these instances is considered sufficient ground for immediate dismissal.

Health and Sanitation

Safeguard your health and show consideration for the well-being of your fellow people. Practice good health habits and help in keeping the CCCS clean and tidy at all times.

You **must not**:

- engage in unsanitary acts or habits within the CCCS premises;
- harbor an illness which, because of its infectious nature, endangers the health of others.

A breach of any of these instances is considered sufficient ground for immediate dismissal.

Reporting violations of the Code of Conduct

If you observe, or reasonably suspect, conduct that may be contrary to the Code of Conduct, whether it be unethical or illegal, you must report it immediately to a member of the Croatian Catholic Centre Sunshine Board.

We thank you for your understanding, commitment and support of the Croatian Catholic Centre Sunshine.

CCCS Board of Management

By signing this document, the user(s) or representative of a Body Corporate, Business or an Incorporated Association adheres to strictly abide and comply to the above Code of Conduct, it's rules and regulations.

Name: _____

Position: _____

Date: _____

Signature: _____