

PNH Values & Code of Conduct Policy

Document Control

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Introduction

1. Member responsibility –

- a. In accordance with the PNH Constitution, PNH members agree to support the PNH Values and to comply with the PNH Code of Conduct Policy as part of their membership. The Constitution also outlines the Disciplinary Procedure for failure to comply with the PNH Values or Code of Conduct Policy. This policy describes the PNH Values and Code of Conduct and will align with the PNH Constitution.

2. Organization responsibility –

- a. The design and delivery of the PNH Program will be mindful of the PNH Values and integrate these values into everything at PNH, especially to continue building an inclusive culture that acknowledges and encourages volunteering.
- b. PNH will comply with all legal requirements for the safety of its employees, members, and visitors, and will comply with the subsequent PNH OHS Policy and Childcare Policy. Safety is not just about physical safety but also means PNH is free from discrimination, bullying, harassment, and other non-compliant behaviours as per the PNH Code of Conduct Policy.

PNH Values

PNH has two inter-related values that underpin everything at PNH. These two values describe PNH culture and will help drive behaviours to support PNH Mission/Purpose and to meet strategic goals.

Inclusive	<p>“Inclusive” is about creating a sense of belonging for everyone. It means recognizing and valuing the diversity of individuals and groups and ensuring that everyone has equal access to opportunities and resources. “Inclusive” is not just about physical access, but also about creating a safe environment, and a culture of respect, understanding and tolerance.</p> <p>Inclusive is a vital cultural component to support the PNH Mission - to advance social and public welfare by providing opportunities to: learn; share skills; bring community members together, and work on community projects.</p> <p>Inclusive is also a vital value to support PNH’s obligation under the DFFH agreement to “meet community need” and to achieve PNH’s strategic goals.</p>
Fun	<p>“Fun” is a complex phenomenon that has different meanings for diverse types of people. Whatever, your definition or measure of “fun,” it is an important mechanism for connectivity, a vital ingredient for building social and learning environments, and for encouraging members to volunteer in community work.</p> <p>“Fun” is often contagious. It is essential for creating a sense of belonging, drawing people together, and combating the impacts of social isolation and disconnections.</p> <p>A “fun” PNH Program is a safe environment for everyone.</p>

Code of Conduct Policy

This Code of Conduct Policy describes acceptable and unacceptable behaviours, and the consequences for non-compliance.

Acceptable Behaviours support the PNH Values, Mission, and Vision.

1. For members, acceptable behaviours are those that support a culture that is inclusive and fun, supports the purpose of PNH, and encourage advancement of PNH as described in the strategy.
2. For the organization, acceptable behaviours mean ensuring PNH policy, processes, activities and events are inclusive and fun for participants, including for those who are part of the PNH personnel team that administer and deliver the PNH Program.
3. Acceptable behaviours acknowledge, support and encourage volunteering and engagement – creating a sense of belonging to a 'house' owned and run by its members.

Unacceptable behaviours

1. PNH will not tolerate non-compliance with PNH policies including this PNH Values and Code of Conduct Policy.
2. The following personal behaviours are not acceptable under this Code of Conduct Policy:
 - a. Any behaviour that excludes others (not inclusive) or adversely affects the reasonable enjoyment of others at PNH (impedes on someone's opportunity for fun as defined by PNH Values)
 - b. Discrimination (because of attributes such as disability, race, age, religion, gender, sexual orientation), racism, bullying, harassment, or other violations of law
 - c. Attending PNH whilst impaired by alcohol or illegal drugs
 - d. Exploiting members
 - e. Unauthorized media engagement regarding PNH
 - f. Making other members or visitors feel uncomfortable:
 - by being disrespectful, offensive, aggressive or
 - by exhibiting negative behaviour towards other members or visitors, or
 - by inappropriate behaviour towards children
 - g. Malicious conduct prejudicial to PNH or which brings PNH into disrepute

Non-compliance with Values and Code of Conduct

Members and staff should report alleged breaches of unacceptable behaviours via the Complaints Procedure, i.e., in writing to the Program Manager, or Committee of Management. Emails to the Program Manager or the Committee can be sent confidentially via enquiry@portnh.org.au

Members exhibiting unacceptable behaviours may be subjected to the Disciplinary Procedure as outlined in the PNH Constitution. Staff exhibiting unacceptable behaviours will be subjected to disciplinary procedures as per the award.

Depending on the nature of the alleged offence, the following actions may be taken:

- No action
- Warning
- Disciplinary action that may lead to suspension of membership or expulsion from the Association (as per the PNH Constitution for Members), or termination for PNH employees
- Reporting to Police of any perceived criminal behaviours, or to meet any legal reporting requirements