

# Reclink Australia Policy

RDN-055

## Code of Conduct

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## THE SPIRIT OF RECLINK

*“Without wanting to label people I describe it as including the unincluded”. But it is not really just about the inclusion, it is about the way we include people. Opportunity, openness, unconditional positive regard. We don’t judge people but at the same time we want to keep people safe, it is always a balancing act. We don’t want people to ‘take us for a ride’, but we do want them to enjoy the ride, we want them to love coming and being a part of Reclink. It doesn’t matter if you are coming as a participant, supporter, volunteer, member agency staff person or as a representative of one of our partner organisations or government. We want you to enjoy your experience with Reclink no matter how important we perceive you to be or how important, or unimportant you perceive yourself to be. Come and be welcomed and have a fun time. Appreciate what we are and we will appreciate who you are.”*

*Peter Cullen (Reclink Australia Founder)*

## THE CULTURE OF RECLINK

*At Reclink we are inviting participants to join us and to have fun. Most times we are inviting them to be a part of a team, a team that works toward a goal and creates plans together and supports each other to achieve both on and off the field. Sounds like collaboration to me. We invite our participants to have fun and to be a part of a collaboration. These two words need to define our culture, if we expect our participants to have fun and to collaborate then that must be true of us as an organisation also, this includes Board Members, Volunteers, Staff and partners. Let’s create an overwhelming culture of fun and collaboration to invite our participants into.*

*Dave Wells (Reclink CEO)*

Our code of conduct is grounded in and seeks to enhance our spirit and our culture.

### 1.0 Purpose

This Code of Conduct policy outlines the standard of behaviour expected of Reclink Australia stakeholders and sets out some fundamental principles that should guide their actions anywhere Reclink Australia work activities are being conducted. It is designed to assist stakeholders to understand their responsibilities and obligations in upholding the highest standards of ethical conduct, whilst delivering the best possible service in the provision of sports, arts and social activities to members of the community who need us most. This Code of Conduct aims to work in accord with the codes of conduct/ethics of member agencies, funding bodies, community partners and is applied to any contracts Reclink Australia retains with these groups. Where any

policy discrepancies or conflicts may emerge, (government) legislation supercedes and takes precedence over any codes of conduct.

## 2.0 Scope

This policy applies to all stakeholders that operate within Reclink Australia business activities, including employees, supervisors, managers, board members, life members, volunteers, member agency staff and representatives, coaches, ambassadors and other sport related partners, other personnel, and persons holding appointment or providing representation for the organisation. Stakeholders are expected to comply with the Code as a condition of their engagement with Reclink Australia.

## 3.0 Terms and Definitions

<i>Term</i>	<i>Definition</i>
<b>Employee</b>	Any person who is employed on behalf of Reclink Australia. This includes full-time, part-time, sessional and casual staff.
<b>Gift</b>	<p>A gift is anything of monetary or other value that is offered by an external organisation or individual to a Reclink Australia employee or contractor as a result of their role with the Reclink Australia. It includes free or discounted items or services, benefits or hospitality.</p> <p>Reclink Australia employees may give or accept a gift that is offered as part of a social, cultural or ceremonial practice. However, this gift stays property of Reclink Australia.</p>
<b>Participant</b>	Any person who participates in activities organised by Reclink Australia who is not a coach, facilitator or other employee.
<b>Stakeholder</b>	People such as employees, supervisors, managers, coaches, board members, life members, community members, member agency representatives, sport related partners, ambassadors or other personnel who are involved in a direct relationship with Reclink Australia business and other activities.
<b>Supervisor or Manager</b>	Any person employed by Reclink Australia who has designated responsibility for managing and/or overseeing the performance and workplace behaviour of other workers.

<i>Term</i>	<i>Definition</i>
<b>Volunteer</b>	An individual who is given an unpaid role with Reclink Australia and who is officially registered and recorded as a Volunteer. For the purposes of this policy Volunteer also includes Individuals on Student Placement or Work Experience who are of an age requiring a Background Check in the relevant state or territory.

## 4.0 Responsibilities

The principles contained in this policy are the responsibility of all Reclink Australia stakeholders including employees, supervisors, managers, board members, volunteers and other personnel holding appointment or providing representation for the organisation to comply with as a condition of their engagement with Reclink Australia.

It is Reclink Australia's organisational responsibility to:

- a. Inform all stakeholders of the ethical standards and behaviour expected within the workplace and when representing the organisation at external events.
- b. Promote, value, recognise, demonstrate and expect ethical and lawful behaviour at all times.
- c. Resolve behaviour that is inconsistent with established policies and standards by promptly addressing such issues.
- d. Counsel, discipline or discontinue the services of an individual were warranted by the seriousness or circumstances of any breaches. In the event of serious misconduct, the matter may become a criminal issue, requiring law enforcement intervention.

The CEO is responsible for overseeing, maintaining and implementing this policy.

It is the responsibility of employees, managers, supervisors, volunteers and other stakeholders to follow and actively promote the principles of this policy through their behaviour.

## 5.0 Requirements

The Reclink Australia Code of Conduct sets out the ethical principles, standards and behaviours that are expected of all personnel. Unlawful and unethical business practices will not be tolerated. In tandem with their work duties, personnel are expected to demonstrate and foster a

culture of positive, beneficial and constructive behaviour within the organisation, this is consistent with the expected culture and 'Spirit of Reclink'. This code provides a framework for understanding what such a responsibility involves.

This Code of Conduct confirms that commitment and outlines the expectations of all members of the Reclink Australia community. It is designed to promote a culture of fair, respectful and ethical behaviour, embodying the Spirit of Reclink and helping to ensure that the organisation meets its obligations under state and commonwealth legislation and delivers quality services to stakeholders.

## 5.1 Statement of Ethical Values, Principles and Behaviours

It is the individual's responsibility to:

- a) Comply with all policies and procedures. Compliance in this regard means to act in accordance and in good faith with established guidelines, regulations and laws.
- b) Attend work or facilitate programs (whether as an employee, volunteer, contractor or consultant) reliably, on time and consistent with agreed hours of duty. To demonstrate commitment to their role.
- c) Perform all duties with skill, honesty, care and diligence. To be conscientious in achieving personal and organisational goals and work to continually improve outcomes.
- d) Act with and maintain to the best of one's ability a high standard of integrity and professionalism whilst representing Reclink Australia.
- e) Act responsibly in the proper use of:
  - Company information. Confidentiality is essential and any secrets that have been entrusted need to remain secret unless there is a legal requirement to do otherwise. Disclosures may be made to entitled stakeholders in accordance with law, relevant legislation, organizational regulations or work requirements.
  - Funds or financial assets related to Reclink Australia business.
  - Equipment, facility access and other resources related to the company.
- f) Be considerate and respectful of others. A good guideline is to always treat others that we interact with in the same way that we would like to be treated.
- g) Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, participants, community members, suppliers and other stakeholders.
- h) Contribute to a team or workplace that values and encourages different constructive opinions, varied perspectives, diversity and cultural appreciation.

- i) Work ethically and beneficially with participants (for Reclink Australia this includes clients of member agencies, partners and the wider community).
- j) Avoid conflicts of interest in any activities related to Reclink Australia business. Examples of potential conflicts of interest include:
  - The misuse of influence to further personal, sexual and financial relationships, whether with employees, participants or members of the community
  - Making decisions and providing advice, in a capacity beyond the scope of the activity or an individual's expertise
  - Private work external to Reclink Australia business and other activities
  - Use (or misuse) of confidential information

*Any staff member who is unsure if a conflict of interest exists must seek advice from a more senior member of staff. For further guidance regarding this, please refer to Conflict of Interest Policy*

## 5.2 Gifts, Benefits and Hospitality

All personnel have a responsibility to behave with integrity and impartiality when responding to any offers of gifts, benefits and hospitality, including whilst travelling on Reclink Australia business.

Staff must not seek or accept gifts that could be reasonably perceived as comprising or influencing them, particularly from people or organisations about whom they are likely to make decisions involving:

- a. Enforcement of rules, laws or regulations
- b. Recruitment or employment processes
- c. Procurement of supplies or items
- d. Tender processes for services
- e. Regulation of behaviour
- f. Licensing purposes

Gifts of money may not be accepted by an employee in any circumstances. If a staff member is offered money, the incident must be reported to the relevant manager immediately; All money received must be banked as a donation to Reclink Australia and the giver informed of this.

An employee must notify their team leader if they receive a gift valuing over **\$100**. The team leader shall then nominate the gift for the gift register by sending an email to [support2@reclink.org](mailto:support2@reclink.org) stating:

- Date of Gift
- Gift recipient's name
- Description of the gift
- Gift giver's name
- Name of team leader informed about the gift

Where multiple gifts under \$100 in value are provided within a year from the same source the values are to be aggregated and treated as one gift for the purposes of this Policy.

Reclink Australia stipulates personnel may give or receive a gift that is offered as part of a social, cultural or ceremonial practice, but such gifts will remain the property of Reclink Australia. If the gift could be construed as an inducement to act in a certain way, the staff member should not accept the gift and report the offer to their line manager.

If an employee is unsure of how to respond to an offer of a gift, benefit or hospitality, they should seek guidance from their manager or supervisor.

### 5.3 Relationships

If any Reclink personnel is in an existing personal relationship with a participant or volunteer when they join Reclink Australia, or someone they are in a personal relationship with becomes a participant of Reclink Australia this must be declared to their manager, volunteer coordinator or contract manager immediately. Reclink Australia will put in place protocols and protections to ensure the safety of both the participant and the personnel and to ensure the integrity of Reclink Australia.

Reclink Australia recognises the unique relationship that exists between a community development organisation and its clients or participants.

Reclink Australia expects all personnel to:

- a. Maintain professional ethical standards about the relationship with participants. Practical guidance for this area can be found in the Australian Community Workers Association Code of Ethics<sup>1</sup> and the Australian Community Workers Association Ethics and Standards information Page Information Page of Ethics<sup>1</sup> and the Australian Community Workers Association Ethics and Standards Information Page<sup>2</sup>.
- b. Recognise that always a power imbalance exists between a participant and the organisation providing a service to the participant (in this case Reclink Australia and our personnel) and ensure this power imbalance is not abused in any way.

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<sup>1</sup> <https://www.acwa.org.au/wp-content/uploads/2020/11/ACWA-Code-of-ethics-Jan-2017.pdf>

<sup>2</sup> <https://www.acwa.org.au/workers/ethics-and-standards/>

For the purposes of clarity, it is not acceptable for any Reclink Australia staff or personnel to

- c. Buy, sell or trade goods or money with a participant.
- d. Enter into a personal relationship of any kind with participant or member agency staff.
- e. Accept gifts or inducements from participants refer to [section 5.2](#).

## 5.4 Breaches/Complaints Provision

Breaches of this code may result in disciplinary action. Reported complaints will be dealt with in accordance with relevant Reclink Australia policies and procedures. Allegations of serious misconduct (i.e., criminal activity) will be dealt with in accordance with government legislation which will take precedence to the extent of any inconsistencies.

## Associated Documents

- [Australian Community Workers Association Ethics and Standards Information Page: https://www.acwa.org.au/workers/ethics-and-standards/](https://www.acwa.org.au/workers/ethics-and-standards/)
- [RDN-005 Reclink Australia Policy – Harassments, Discrimination and Bullying](#)
- [RDN-070 Reclink Australia Policy - Conflict of Interest Policy](#)
- [RDN-084 Reclink Australia Policy - Complaints](#)
- [RDN-082 Reclink Australia Policy – Privacy](#)

## Document Control

**Authoriser:** CEO

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