



VOLUNTEER IT YOURSELF –CODE OF CONDUCT POLICY

Document	Code of Conduct Policy
Date of original document	July 2020
Original document author	Dee Dee Whelan
Latest revision	August 2021
Revised by	Dee Dee Whelan
Approved by	VIY Board
Next review date	August 2022

Policy statement

This Employee Code of Conduct company policy outlines our expectations regarding VIY staff members' behavior towards their colleagues, managers, volunteers and the overall organisation.

We promote freedom of expression and open communication. We do however expect all VIY staff to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, professional, respectful and collaborative environment.

Scope

This policy applies to all our VIY staff regardless of employment agreement or their position in the company.

Policy elements

All VIY staff are bound by their contract to follow our Employee Code of Conduct while performing their duties. The components of our Code of Conduct are outlined below:

Compliance with law

All VIY staff must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect all VIY staff to be ethical and responsible when dealing with our projects, company's finances, materials, partnerships and public image.

Respect in the workplace

All VIY staff should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Staff should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Company Property



All VIY staff should treat our company's property, whether material or intangible, with respect and care.

Employees:

- Shouldn't misuse company equipment or use it frivolously.
- Should respect all kinds of intangible property. This includes trademarks, copyright and other property (information, reports etc.) Staff should use them only to complete their job duties.

All VIY staff should protect company facilities and other material property (e.g. power tools) from damage and vandalism, whenever possible.

Professionalism

All VIY staff must show integrity and professionalism in the workplace:

- Personal appearance

All VIY staff are required to be neat, clean and tidy and of smart appearance and dress in a manner appropriate to their role, whether working in the VIY office or on project sites. All VIY staff must be dressed in a professional manner which promotes a respectful and positive image to young people, partners, stakeholders and the wider community.

- Corruption

We discourage all staff from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.

- Job duties and authority

All VIY staff should fulfill their job duties with integrity and respect toward young people, stakeholders and the community. Line managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our company not only on project sites but with colleagues and among other members of the team.

- Absenteeism and tardiness

VIY staff should follow their schedules. We can make exceptions for occasions that prevent staff from following standard working hours or days. But, generally, we expect all staff to be punctual when coming to and leaving from work. Please refer to your contract for your working hours or check with your line manager.



- Conflict of interest

We expect staff to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

- Collaboration

VIY staff should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

- Communication

All VIY staff must be open for communication with their colleagues, supervisors or team members.

- Benefits

We expect staff to not abuse their employment benefits. This can refer to time off, insurance, facilities, or other benefits our company offers.

- Policies

All VIY staff should read and follow our company policies. If they have any questions, they should ask their line managers. Policies are updated on an annual basis and we will share the updated policy with all staff to read and familiarise themselves with as it's updated.

Disciplinary actions

VIY may have to take disciplinary action against staff who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Verbal warning
- Written warning
- Suspension or termination for more serious offenses.
- Detraction of benefits for a definite or indefinite time.

We may take legal action in cases of corruption, theft, or other unlawful behavior. Please see our grievance and disciplinary policy for more information.