

Community Disability Alliance Hunter

Code of conduct

Easy Read



Who is the CDAH Code of Conduct for?

- Everyone who comes to CDAH
- Board Members
- CDAH staff
- CDAH Members
- Volunteers
- Contractors
- Visitors



This is the Community Disability Alliance Hunter
Code of Conduct.

Community Disability Alliance Hunter
is called CDAH for short.

A Code of Conduct
is a list of rules
you must follow.



These rules are about how you

- Behave at CDAH
- Do your duties
- Stay safe at CDAH workplace or events

You must agree to follow these rules.

This agreement is between you and CDAH.



Behaviour

These are the rules about your behaviour when you are part of the CDAH Community.



Behaviour is how you act and treat others.

These are things you **must do**

- Treat people with respect
- Speak up if you see bullying
- Be honest and do your best
- Work to CDAH's values



These are things you **must do**

- **Keep records and fill in forms well**
 - Timesheets
 - sign in sheets
 - complete feedback forms



These are things you **must do**

- Dress Nicely
- Read and follow all CDAH Policies and Procedures.



If you do not understand any of the Policies and Procedures, please speak to the Executive Officer.

These are the things you **must not** do.



- Bully or tease people
- Be violent to others
- Harass other people

These are the things you **must not** do.



- Discriminate against people
- Use drugs or alcohol when working or volunteering for CDAH

These are the things you **must not** do.

- Say bad things or make others uncomfortable in person
- Write negative comments on internet sites like Facebook or social media about CDAH, other staff, the Board, members or other people.



How we connect at CDAH:

Follow CDAH's values:

- Peer led
- Accountability
- Diversity and Inclusion
- Paying it forward
- Humility



Follow Policies

Policies are rules we have at CDAH

Speak to your manager or someone who works at CDAH
if you want to know more about CDAH's policies



Respect

You must respect CDAH's things

This includes:

- Equipment – computers, cameras, TV, phones
- Money
- Office space and kitchen

Talk to your manager, someone who works at CDAH is you want to know more



Conflict of Interest

A conflict of interest means you might not be able to do what is best for CDAH,

because you have a responsibility to other organisations or people.

If you think you have a conflict of interest, you need to talk to a manager or the Executive Officer.



Keeping safe at CDAH

These are the rules about keeping safe at CDAH

- Always behave in a safe way
- Follow CDAH's Work Health and Safety policy
- Speak up if you see unsafe things

Always talk to a manager or the Executive Officer if you are not sure if something is safe.



Signature

I have read the Code of Conduct.

I Understand the Code of Conduct.

I Agree to the Code of Conduct.

Your name _____

Signature _____

Today's Date _____

Manager's name _____

Signature _____

Today's Date _____