

Code of Conduct

Gay and Lesbian Community Publishing Limited (“**SO Media**”) expects employees / volunteers to always display the highest standards of professional and personal conduct in serving the needs of clients and stakeholders.

1. Obligations

1.1. You are personally responsible for your own actions and are held accountable for them by SO Media. When carrying out tasks for SO Media you will:

- Undertake all duties in good faith and in the spirit of honesty, correct purpose and with the best motives.
- Ensure that your actions are appropriate and within the powers delegated to you.
- Work to a standard that reflects favourably on SO Media.
- Behave with honesty and openness in a fair and impartial manner.
- Observe any laws, professional codes of conduct and ethics relevant to your profession.
- Fulfil your professional responsibilities by continuing to maintain and enhance your skills, knowledge and competence while undertaking SO Media duties.
- Ensure that you get good value for any organisational money spent, avoid waste and ensure that any money you spend is for legitimate items related to the work of SO Media and not for personal benefit.
- Demonstrate the appropriate level of care in performing your duties and specifically, not work under the influence of alcohol, drugs or other substances that could affect your ability to work safely and efficiently.

1.2. If you hold concerns that the behaviour of your co-workers might be negatively impacting on the organisation, we encourage you to discuss this concern with your supervisor.

2. Misconduct

2.1. Employees / volunteers must not engage in behaviour that amounts to misconduct (including serious misconduct) at the workplace. This includes where employees / volunteers are working on site or off-site, attending a work-related conference or function, or attending a client or other work-related event, including retreats and social events.

2.2. Where an employee engages in misconduct or alleged misconduct, the processes in this policy will be followed.

Version	Date	Policy Change Reason	Approved By:
Current	5 March 2018	Documenting the policy	Sebastian Rice
Previous	-	-	-

This Code of Conduct replaces the all previous Codes of Conduct, written or verbal.

2.3. Behaviour amounting to misconduct includes, but is not limited to, the following:

- failing to obey lawful and reasonable instructions;
- failing to follow SO Media policies, procedures and rules;
- unacceptable disruptive behaviour;
- unauthorised absence from the workplace; and
- continued poor performance.

2.4. If proven, misconduct may provide a valid reason for termination of an employee's employment with notice.

3. Serious misconduct

3.1. Whether misconduct amounts to serious misconduct depends on the particular circumstances of a given case. Supervisors/managers will consider the circumstances fully as they apply to the particular employee when determining whether or not the employee has engaged in conduct that could be considered serious misconduct.

3.2. Behaviour amounting to serious misconduct includes, but is not limited to:

- wilful or deliberate behaviour that is inconsistent with the employee's contract of employment;
- theft;
- fraud;
- assault;
- intoxication at work;
- use of derogatory, violent or abusive language;
- fighting;
- failure to observe safety rules;
- concealment of a material fact on engagement;
- obscenity;
- dishonesty in the course of the employment; and
- criminal conduct including conduct that, if proven, renders the employee completely unfit for work.

4. Process

4.1. A breach of this policy or related procedures may lead to disciplinary action and possible dismissal.

4.2. Where SO Media considers that an employee has engaged in serious misconduct, SO Media may dismiss the employee without notice.

4.3. Each instance or allegation of misconduct will be considered by SO Media on its own merits, and any mitigating circumstances will be taken into account.

- 4.4. Where an employee is accused of engaging in misconduct, it is open to SO Media to stand the employee down on full pay in order to further investigate the matter.
- 4.5. Investigations into instances or allegations of misconduct will be conducted in accordance with the principles of procedural fairness. Employees / volunteers accused of misconduct will be given an opportunity to respond to the allegations against them and may have a support person present at any disciplinary meetings with SO Media.
- 4.6. If SO Media decides that the appropriate action is to dismiss an employee, the employee will be provided with the reasons for the decision.

5. Bullying and harassment

- 5.1. SO Media strives to create a workplace where all employees / volunteers and volunteers enjoy an environment free from all forms of discrimination, intimidation or harassment, including sexual harassment. Bullying and harassment are unacceptable at SO Media.
- 5.2. Discrimination includes attitudes and /or behaviours that do not reflect a commitment to Equal Employment Opportunity (EEO) or the broader values of SO Media. Discrimination causes you or your colleagues to feel that you are unable to achieve your full potential at work because of who you are.
- 5.3. When carrying out tasks for SO Media, you will not:
 - Harass, discriminate or bully other staff, clients or members of the public
 - Encourage or support other staff or volunteers in harassing, discriminating or bullying staff, clients or members of the public.
 - Discriminate against someone because of their sex, race, ethnic or ethno-religious background, political affiliation, occupation, marital status, pregnancy, disability, age, sex, sexuality or gender diversity , carer's responsibilities, or alcohol or drug use or dependency that does not adversely impact on SO Media's work performance
 - Transmit, communicate or access any material that may discriminate against, harass or vilify colleagues, clients or the public.
 - Victimise or take detrimental action against individuals
 - Make malicious or vexatious allegations.

6. Conflicts of Interest

- 6.1. In a community organisation such as SO Media, employees / volunteers and volunteers may also have a number of responsibilities and obligations to other organisations and causes. SO Media wishes to support the community spirit of its staff and volunteers while still ensuring that SO Media's reputation and work is protected.

- 6.2. You should disclose and take all reasonable steps to avoid conflicts of interest (real or apparent) between your work and your personal affairs.
- 6.3. Disclosure can prevent potential conflicts of interest. Where you believe a conflict may exist, this should be disclosed to your supervisor. If you are not sure whether a conflict exists, discuss the matter with your immediate supervisor.

7. Work and Activities outside SO Media

- 7.1. Employees / volunteers must notify SO Media of any paid work outside SO Media as soon as possible. This allows SO Media to assist in the identification and resolution of potential conflicts of interest as well as ensuring that any workers compensation issues are properly handled.
- 7.2. It is not the intention of SO Media to interfere in the personal lives of its employees / volunteers or volunteers. However, we ask that, as part of any work or activism, you demonstrate your respect for, understanding of, and commitment to SO Media. Your other activities should not interfere with or have an impact on your work commitments to SO Media nor compromise your position or the position of SO Media within the community or the public at large.

8. Conflict Resolution

- 8.1. SO encourages primary discussion between individuals and/or their supervisors to resolve problems at the most informal level.
- 8.2. The parties involved must take all reasonable steps to ensure that the information that they act or decide on is factually correct and relevant. When attempting to resolve a conflict you should consider whether the parties have the skills to resolve the matter themselves or whether they should seek advice from their manager. Also consider whether the use of a third party to facilitate resolution (either within or outside of SO Media) can assist.
- 8.3. Concerns about conduct and/or work performance should be resolved by routine supervision on an informal basis by your supervisor. Where concerns about conduct and/or work performance of a staff member or volunteer have not been resolved under routine supervision, or where routine supervision may not be appropriate, formal disciplinary action may be taken. All formal disciplinary action must be documented and may include the issuing of written warnings, suspension, or dismissal.

9. Representing SO Media

- 9.1. If you are representing SO Media in public, you must be authorised by the CEO to do so and you must represent the policies of SO Media. To ensure the information is shared with your colleagues and to ensure consistency, it is important to report back to your supervisor regarding your involvement and actions. You must also

make it clear that you are representing SO Media and that any decisions may require the consent of the SO Media Board or CEO.

- 9.2. If you have any criticism of SO Media or its work you should discuss your concerns with your supervisor and not make comment in other forums where you are representing SO Media.

10. Media and Public Comment

- 10.1. The Chair and the CEO are the only persons empowered to make media and other public comment on behalf of SO Media. They may delegate this power to others. Do not give media or other comment on behalf of SO Media unless authorised.
- 10.2. If you believe that your private comments may have the capacity to damage the reputation or work of SO Media, you should discuss the matter with your supervisor before proceeding.

11. Expenditure of funds

- 11.1. The effective use of resources is essential to maintaining the trust of our stakeholders, notably our clients and communities. You will use all equipment, goods and materials provided to you at work for work related purposes only, taking responsibility for maintaining, replacing and safeguarding the property and following any special directions or conditions that apply to its use.
- 11.2. Before committing to any expenditure of SO Media funds, you must have the appropriate financial delegation.
- 11.3. You may only incur liabilities or enter into agreements or contracts, whether verbally or in writing, if you are authorised to do so or if the authority to do so has been delegated to you.
- 11.4. You may not use SO Media's resources, physical, human or financial for your own gain nor for any private commercial purposes.
- 11.5. As a general rule, acceptance of gifts, benefits for your personal use, relating to the work being done on or on behalf of SO Media, is not permitted. However, you may accept token or inexpensive gifts (i.e. flowers, chocolates) for your personal use which are offered as a gesture of appreciation, and not to secure favour. Any gift accepted must be reported to your supervisor, who will make a determination regarding your retention of the gift.
- 11.6. You must never allow the offer of any gift or bribe to change the way you work or the decisions you make. SO Media expects you to take all reasonable steps to ensure that neither you nor your partner/family members accept gifts or benefits that could be viewed as a means of securing your influence or favour.

12. Health & Safety

- 12.1. SO Media has an obligation to take all reasonable care to ensure that it complies with legislation and with the requirements of WHS authorities.
- 12.2. When carrying out tasks for SO Media, you must look out for your safety and the safety of all others in the workplace and -
- Follow all occupational health and safety policies and safe working procedures
 - Take reasonable care for the health and safety of people who are at your place of work and who may be affected by anything that you do or fail to do
 - Cooperate with your supervisor to comply with OHS legislative requirements including reporting incidents, exposures, hazards or OHS concerns within the workplace as soon as possible.
 - Never intentionally or recklessly interfere with or misuse anything provided to you in the interests of health, safety or welfare (e.g. personal protective equipment such as safety glasses, gloves etc).
 - Take care and cooperate with your supervisor to prevent work related injuries to yourself and others.
 - Report any injury to your supervisor and if appropriate, seek first aid or medical attention when injured in the workplace.
- 12.3. All SO Media premises are non-smoking workplaces. Staff, volunteers and clients wishing to smoke should go to the area designated for that premise. It is not appropriate to congregate by any SO Media public entry door in order to smoke.