

YMCA Geelong - Code of Conduct Policy

OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 106-G	04/03/2026	03/02/2026	APPROVED

1. INTRODUCTION

The YMCA Geelong (Y Geelong) Code of Conduct is one way we ensure our values are put into practice. We recognise that all Y people have a part to play to provide a workplace that is fun, safe, free from discrimination, racism, bullying and harassment. Our Code of Conduct helps ensure we are delivering high quality services to our community whilst attracting and retaining a quality team. Non-adherence to any of the expectations outlined in the Code of Conduct would usually mean that the behaviour was not in accordance with our values. If you have a question or concerns regarding the Code of Conduct, you can contact your manager or a People & Culture representative.

2. POLICY

2.1 Policy Statement

Y Geelong recognises that a positive work environment internally, and strong relationships with our customers and communities externally, cannot be achieved without appropriate conduct being displayed, encouraged and enforced amongst our people. Employees and volunteers of Y Geelong are required to act in accordance with this Code of Conduct, all relevant policies and procedures, the relevant industrial agreement and / or their contract of employment, relevant legislation and the YMCA values at all times.

The Y has zero tolerance for any forms of child abuse in our organisation and broader community and will work towards a future that empowers child and young people to experience a community free from child abuse.

2.2 YMCA Values

The Y's values underpin the Code of Conduct, and help guide our conduct, actions and decisions in the workplace. Non-adherence to any of the expectations outlined in the Code of Conduct would usually also mean that the conduct was not in accordance with our values.

- **Honesty** means integrity, trustworthiness, and fairness
- **Respect** means acceptance, empathy, self-respect, tolerance
- **Responsibility** means commitment, courage, and service
- **Caring** means compassion, forgiveness, generosity, and kindness
- **Safety** means commitment to safe workplace and environment for participants and an actively promoting child safety standards.

2.3 Y GEELONG'S EXPECTATIONS

Y people engaged in work tasks and/or when interacting with colleagues or customers, are expected to:

- a) demonstrate professionalism, skill and due diligence when performing your duties (including all online and electronic interactions)
- b) communicate with each other honestly, courteously, and respectfully.
- c) treat all people with courtesy, and with respect for their rights, duties, and aspirations.
- d) use your position in good faith and in the best interests of the Y
- e) adopt a zero-tolerance approach to any real/potential act/ intent of racism or child abuse.
- f) follow and uphold all legislative requirements that may apply to your role, that you should reasonably be aware of
- g) not improperly use your position to gain an advantage for yourself or someone else, and/or cause a detriment to Y
- h) not engage in conduct that constitutes bullying, harassment, victimisation, or unlawful discrimination, in the course of your employment.
- i) only engage in conduct that is in line with your role and our expectations of behaviour.
- j) maintain the confidentiality of any information that you acquire in the course of your duties.

2.4 Manager & Staff Responsibilities

Managers and Supervisors have additional responsibilities in supporting and adhering to the Code of Conduct.

- lead by example and role modelling appropriate behaviour in line with this Code.
- take early corrective action to deal with behaviours that may be offensive or intimidating, even if a complaint has not been made.
- escalate any formal complaints of bullying, harassment, or unlawful discrimination to the appropriate person.
- manage and respond to instances of inappropriate workplace behaviour regarding the sensitivity and confidentiality that attaches to such issues.

Please see section 5 of this policy regarding roles and responsibilities for further detail.

2.5 Personal & Professional Conduct

We will:

- Ensure our personal and professional conduct conforms to the standards that could reasonably be expected of us at all times, this included disclose of personal relationships of member and employees with direct supervision, uphold the Child Safety requirement set out in the Y's Child Safety & Wellbeing Policy and Procedures and extend to behaviours, comments and posts online or in physical environments.
- Follow any lawful and reasonable direction made by Y Geelong.

- Disclose perceived or actual conflicts of interest relating to the professional relationships and conduct of Y business activities.

We will not:

- Engage in conduct which has the potential to damage Y's interests or reputation.

To demonstrate the difference between Personal and Professional conduct refer to the table below:

Personal Behaviours – Code of Conduct Policy	Professional Behaviours – Code of Conduct Policy
1. Communication	
Personal Behaviour:	Professional Behaviour:
Casual language or slang	Clear, respectful, and inclusive language
Joking or bantering that may be inappropriate in a workplace setting	Active listening and constructive feedback
Sharing personal opinions freely without considering the audience	Avoiding gossip or negative talk about colleagues
2. Appearance and Dress	
Personal Behaviour:	Professional Behaviour:
Wearing clothes suited to personal style, fashion trends, or comfort without regard to context	Wearing attire appropriate to the workplace and job role (e.g., uniforms, business casual)
	Maintaining personal hygiene in line with organisational expectations and health and safety requirements i.e.: finger nail length requirement will be met
	Wear the prescribed uniform as required, and take reasonable care in maintaining the uniform.
3. Conflict Resolution	
Personal Behaviour:	Professional Behaviour:
Reacting emotionally or defensively	Addressing issues calmly, respectfully, and through proper channels
Avoiding confrontation altogether or escalating issues unnecessarily	Seeking resolution and understanding rather than blame
4. Use of Time	
Personal Behaviour:	Professional Behaviour:
Prioritising personal errands or social media during work hours	Managing time effectively and meeting deadlines
Taking extended breaks or arriving late without notice	Respecting work hours and taking scheduled breaks appropriately
5. Use of Resources	
Personal Behaviour:	Professional Behaviour:
Using organisational resources (e.g., printers, vehicles) for personal reasons	Using resources only for work-related purposes and with care

6. Boundaries and Relationships	
Personal Behaviour:	Professional Behaviour:
Over-sharing personal matters with colleagues or clients	Maintaining healthy, respectful boundaries
Developing overly familiar or inappropriate relationships in the workplace	Being aware of power dynamics and avoiding conflicts of interest
Affectionate and cuddly behaviour	Avoiding physical contact with children and young people, such as hugging, cuddling.
Supervision and Transport	<p>Driving children or young people in personal vehicles unless authorised to do so, and without another adult or child present, and have received permission from the parent/ guardians/ Teachers, which is required for all transportation arrangements undertaken by the Y or during a Y program.</p> <p>Each time authorised transportation of children or young person is required we must ensure that there is written authorisation from the Parent, Guardian or Teacher.</p> <p>For Approved Travel such as competitions or events endorsed by the Y, our people must provide parents with written travel plans, travel routes, mode of transport, who will be attending and supervising the trip and emergency contact details of Y People as well as procedures for emergency situations and accommodation details if relevant. This information must be authorised by the CEO or delegate e.g: Chief Operating Officer or Manager prior to forwarding to families.</p>
7. Child Safety Behaviour	
<p>At the Y we expect all Y people to provide a welcoming and safe environment for children and young people and promote the safety and wellbeing of children and young people to whom we provide programs and services. At all times Y people will implement as Child Safety protocol under the Y Safeguarding Children and Young People policy, including the safe behaviours listed below;</p>	
8.Listen and respond	To the views of children, young people, and their families. Hear what they have to say, no matter how big or small and always take them seriously.

9. Protect children and young people	Put their safety first and do not cause harm in any environment – this includes online.
10. Respect and support	All children and young people regardless of their backgrounds, everyone should be made to feel welcome and included.
11. Speak using clear language	That is appropriate to children and young people.
12. Act within the laws, regulations, policies, and procedures	Set a positive example for others and follow the Y's guidance.
13. Be aware of signs that may indicate abuse or harm	Observe children and young people and notice if they are not themselves or things do not seem right.
14. Respond appropriately to any suspected or disclosed abuse or harm	Act immediate and report any concerns
15. Report matters of the concern	Report to your supervisor/manager immediately and complete our incident report form for all matters
16. Empower children and young people	This includes allowing them to do personal things for themselves
17. Encourage children and young people to be the best	They can be without showing favoritism.
18. Be professional and respect the boundaries	Y People should not be left alone with a child or young person (this includes transportation) or have any contact outside the Y's programs or facility-unless approved by their Member Y's Chief Executive Officer (CEO)

2.6 Compliance with the law

We will:

- Comply with the laws, regulations and codes relevant to our duties
- Advise your Manager if charged with a criminal offence which is punishable by imprisonment or, if found guilty, could reasonably be seen to affect our ability to meet the inherent requirements of the work we are engaged to perform.

We will not:

- Engage in criminal activity in the workplace, during working hours or using work equipment or contacts or when representing the Y. Criminal activity outside of working hours may still

be deemed a breach of this policy in circumstances including, but not limited to, where the crime impacts on our ability to fulfill the inherent requirements of our role, damages the reputation of Y Geelong, represents a conflict of interest or is a breach of Y Geelong policy.

2.7 Interacting with others

Promoting equity and diversity

All personnel must ensure that their approach and interactions with children and young people are sensitive, respectful and inclusive of all backgrounds and abilities.

Our interactions with children who are Aboriginal or Torres Strait Islander, from culturally and/or linguistically diverse backgrounds, who have a disability, or recognise as LGBTQIA, our personnel will promote their safety (including cultural safety), participation and empowerment.

We will:

- Treat others with courtesy and respect during all interactions at work (including online / electronic interactions), and during all interactions related to work (which may include social activities).
- Contribute to a workplace environment in which different opinions, perspectives and cultures are valued and encouraged.
- Consider how our conduct might reinforce inappropriate stereotypes based on gender, race, sexual orientation or any other discriminatory ground, and refrain from such conduct.
- Support children to express their culture and enjoy their cultural rights.
- Provide adequate care for, and take all steps to protect the children, young people, and vulnerable people in our care, and ensure our interactions are positive and safe
- Expect that staff and volunteers will act on incidents of racism

We will not:

- Discriminate against, harass, bully or victimise colleagues and customers or anyone else we deal with in the course of our employment or engagement with the Y.
- Tolerate acts of racism

2.8 Drug and alcohol use

We expect all Y People to come to work, unimpacted by drugs or alcohol.

We recognise the harm that alcohol may cause some individual. Using, selling, possessing, or working under the influence of illegal drugs and alcohol at the Y is prohibited.

We expect Y People whose work may be reasonably impacted by prescription medication to advise their manager, so we can ensure everybody works safely.

Excessive or inappropriate use of alcohol while attending an authorised work-related function will not be tolerated and will be considered a breach of the Code of Conduct. Where alcohol

consumption has been authorised and staff choose to consume alcohol, you must take reasonable precautions and ensure your conduct is in accordance with all Code of Conduct's expectations.

2.9 Non-Smoking / Vaping

To keep our workplace safe, healthy and professional, smoking and vaping (e-cigarettes) are strictly prohibited on any Y site, in any Y vehicle or while representing us in uniform

2.10 Gambling

The Y will not endorse or advertise gambling/gaming venues which includes refraining from holding work social events at such venues.

2.10. Gifts or Benefits

Accepting gifts or benefits of a nominal or token value may be acceptable. If a gift is received which is of more than token (nearly insignificant in monetary value) you should disclose the situation and the gift to your manager if it cannot reasonably be refused or returned.

To be clear you should not:

- accept an offer of money, regardless of the amount.
- seek or accept a bribe.
- by virtue of your position, acquire a personal gift.
- use YMCA'S information for personal purpose or benefit.

If in doubt, we expect you to consult your manager.

2.11. Conflict of Interest

Your position at the Y cannot be used for inappropriate personal gain or advantage to your family. Any situation that creates or appears to create a conflict of interest between personal interests and the interests of the Y must be appropriately managed.

This should be done by:

- regularly assessing your personal interests to identify whether there is a conflict of interest with your duties and obligations to the Y; and
- disclosing any actual, potential, or perceived conflicts of interest to the People and Culture team.

An example of a conflict of interest may be hiring a family member without disclosing your relationship prior.

2.12. Other work

We expect you to disclose any other employment, work, volunteering, or business to the Y. We recognise that people may have other commitments, and reasonable adjustments may

be made to accommodate those commitments. We can only make reasonable adjustments when we are aware of your other commitments.

2.13. Confidentiality and property

We expect you to act in such a way to maintain the confidentiality of our affairs, processes, dealings, finances, and information relating to children and/or their families. Any Y Geelong information which you obtain in the course of your employment, and which is not available to the public, must be kept confidential.

2.14 Health and Safety

We will:

- Uphold our health and safety responsibilities in line with our position requirements and relevant procedures.
- Perform all duties in accordance with relevant health and safety laws, policies and procedures.
- Report damaged or defective equipment / facilities, hazards and unsafe practices to our Manager or other relevant person.
- Use the appropriate Personal Protective Equipment and Clothing when required for our role or duties.
- Ensure that whilst attending work or working, we are in a state (physical, mental or emotional) where we are able to perform assigned tasks competently and, in a manner, which does not compromise or threaten the safety of our self or others.
- Ensure your conduct does not endanger yourself or others.
- **The Y will ensure that our people are safe and supported, therefore the Y will never sanction that Y staff function and events are hosted at an employee's private residence or provide alcohol for private functions.**

2.15 Public Comments / Media/Social Media

- As a Y person, you will not make written or oral comments which infer, or a reasonable person may infer to represent the views of the Y without the appropriate authority to do so. For the avoidance of doubt, this includes social media and any other forms of mass communication including but not limited to radio, press, podcasts, vlogs, interviews, or posts.
- Any use of these resources, inside or outside ordinary working hours, remains subject to the requirements of the Code of Conduct when used inside or outside ordinary working hours. Misuse or unprofessional use of these resources will be deemed to be conduct occurring in the course of employment and may give rise to a disciplinary process being commenced.
- Protect the confidentiality and security of the Y's IT systems and make all reasonable efforts to ensure that cyber security policies are complied with.
- Use tools of the trade (i.e.: computers, laptops mobile devices) that are provided in the workplace and not use personal devices unless approved to do so.
- Protect the confidentiality of all.

2.16 Use of Y Geelong computer and information technology resources

All Y people are expected to use the Y's technical and physical resources for legitimate Y purposes only. Y's computer and information technology resources, including internet access, hardware, and software, is subject to the following rules in accordance with the Information Technology Policy and Procedure:

- Any personal use should be limited, comply with all organizational policies, not interfere with duties performed and be reasonable in all of the circumstances, and
- Any use of these resources, inside or outside ordinary working hours, remains subject to the requirements of the Code of Conduct when used inside or outside ordinary working hours. Misuse or unprofessional use of these resources will be deemed to be conduct occurring in the course of employment and may give rise to a disciplinary process being commenced.
 - Protect the confidentiality and security of the Y's IT systems and make all reasonable efforts to ensure that cyber security policies are complied with.
 - Use tools of the trade (i.e.: computers, laptops mobile devices) that are provided in the workplace and not use personal devices unless approved to do so.
 - Protect the confidentiality of all.

• For Children's Services employees and volunteers, the use of personal mobile phones is prohibited during sessions time and or during contact hours with Children.

For the avoidance of doubt, any communication devices such as smart watches must not be used in place of mobile phones and should not be used during session hours unless reasonably required.

2.17 Information technology / digital device use

We will:

- Use the information technology / digital device equipment (including mobile devices), internet, telephone / mobile phone and email facilities provided for our use by Y Geelong for work purposes only. Any personal use should be limited, comply with all relevant policies, not interfere with our duties, and be reasonable in all of the circumstances.

We will not:

- Use Y information technology equipment, internet and email to view, post, publish, print or distribute inappropriate material with pictures or content that might be deemed sexually explicit, unlawful, defamatory, offensive, discriminatory, damaging to the interests or reputation of Y Geelong, or otherwise inappropriate.
- Publish or share content via social media or any other similar online public forum that might be deemed damaging to the interests or reputation of Y Geelong or might reasonably offend, humiliate or adversely impact on employees, volunteers or associates of Y Geelong. This requirement extends to social media or online activity outside of work.
- Utilise personal devices to storage Y Information or Intellectual Property
- Publish images or filming of children in Y programs and service without the expressed consent of the Guardians or Parents, completed of the Photo Release Form or consent being recorded on software, enrolment forms, Enrollment databases etc.

2.18 Confidentiality and Property

We will:

- Take all reasonable care in the use of Y Geelong's physical and intellectual property and protect property in our care.
- Use Y Geelong's property for the intended purpose only, unless otherwise authorised.
- Return on termination of employment or engagement with the YMCA, in good condition, any property belonging to Y Geelong which may be under our possession and / or under our control.

We will not:

- Disclose to any person any confidential information of or relating to Y Geelong or any organisation or person we have come into contact with as a result of our employment or engagement with the YMCA. We will use our best endeavors to prevent the use or disclosure of any such information by third parties.

2.19 Honesty, theft and fraudulent activity

We will:

- Act with honesty and integrity at all times during the course of employment or engagement with the Y Geelong.
- Report any known or suspected instances of inappropriate, dishonest or fraudulent conduct to our Manager, or other appropriate person.

We will not:

- Engage in improper and dishonest activity designed to benefit us to the financial or other detriment of YMCA Geelong, such as theft, corruption, falsification of documentation (including timesheets), or other fraudulent activity.
- Engage in any other dishonest activity that damages our relationship with YMCA Geelong.

2.20 Safe Behaviours

We will:

- Ensure that children will be supported to express their culture and enjoy their cultural rights.
- Support children and young people to express their feelings, emotions and thrive.
- We will listen to children and young people, give them agency and a voice.
- Provide boundaries and expectations to support children and young people learn and grow and keep them safe.
- We will report any concerns we see, hear or feel to a supervisor.

We Will Not:

- Harm or mistreat children in any way, including physically, emotionally, or sexually.
- Ignore concerns or reports of child abuse.
- Make light of or exaggerate issues related to child abuse.
- Use mean, hurtful, or offensive words or actions with children.
- Fail to report to the police if you know a child has been harmed.
- Touch children in ways that are inappropriate or unnecessary.

- Constantly criticise or put down a child.
- Stop a child from making friends with another on purpose.
- Yell at or scare a child on purpose.
- Give children alcohol, cigarettes, vapes or drugs.
- Show children inappropriate or explicit images.
- Have private, secret conversations with children.
- Talk about personal sexual experiences with a child.
- Use sexual words or gestures around children.
- Treat certain children as “special” in a way that could seem like favouritism or grooming.
- Engage in physical or sexual behaviour with or in the presence of children.
- Ignore an adult acting too familiar or inappropriately with a child.
- Physically punish a child, like hitting, slapping, punching, grabbing, holding, pulling, or pushing them.
- Put children in situations where they could be harmed.
- Do personal tasks for children that they can do themselves, like dressing or using the bathroom.
- Have adult conversations in front of children.
- Use inappropriate language, such as but not limited to swearing, name-calling, degrading remarks around children.
- Share personal opinions about race, culture, or sexuality in front of children.
- Treat children unfairly based on their background or abilities.
- Ask a child to sit on our laps
- Cuddle a child, or pick them up that is not age appropriate (outside baby/toddler)
- Contact children through social media or private messages
- Add children or young people under 18 years of age (inclusive of staff) as friends on social media.
- Meet with children outside of the Y program services without parental supervision or notified in “Disclosure of Matter Form”
- Work with children if you’re under the influence of drugs or alcohol.
- Drink or use drugs when children are present.
- Bully, use racist language, threaten, or act unfairly toward a child.
- Take photos or videos of children unless authorised to do so and following the Y Geelong policy and procedures.
- Ignore signs or reports of child abuse.

2.21 Behaviour outside of work

We will:

- Recognise that our obligation to abide by this Code of Conduct, and other relevant policies, procedures and guidelines extends beyond our working hours and physical workplace in many circumstances, and comply accordingly.
- Relevant circumstances may include, but are not limited to, attendance at social functions with work associates, work-related travel, use of the Y property and interactions (including online social networking interactions) with work associates.

We will not:

- Engage in conduct outside of work which could bring the Y Geelong into disrepute, damage the interests or reputation of Y Geelong, damage our relationship with Y Geelong and / or our work associates, impact our ability to perform our duties safely whilst at work, or engage in conduct which is incompatible with our duty of good faith with Y Geelong.

2.21 Reporting Breaches of the Code of Conduct

We will:

- Report any breaches of this Code of Conduct to our Supervisor or Manager. If the alleged breach relates to our direct Supervisor or Manager, we will report the breach to the next level of Management.

We will not:

- Make a vexatious report of a breach i.e. a report known to be false or misleading.

If in doubt as to how you or another employee or volunteer should act in any work-related situation, you should seek advice from your Manager prior to taking any action.

2.22 Education and Training

The Y seeks to empower our people through education and training opportunities that will enhance your skills, role or career development. It is a requirement that all Y People support the training and development opportunities extended and annually participate in training.

2.23 Performance Management

The Y has performance management Policy and procedures to assist in the development of our people and address the continuing improvements and development of staff and volunteers. Refer to YG 161-O Performance Management Policy and procedure.

2.24 Breaches of the Code of Conduct

Consequences for breach of the Code of Behaviour

Conduct which breaches the Code of Behaviour, or otherwise falls below the Y's reasonable expectations regarding workplace conduct, may lead to disciplinary action or termination of employment.

2.25 Child Safety Reporting Requirements

It is everyone Y Persons roles and a requirement to report any safeguarding concerns (physical, psychological/ emotional, neglect, sexual, family & domestic violence, grooming). In the first instance, address your concern to the site manager or supervisor or by emailing safeguarding.geelong@ymca.org.au and an Incident Report on Folio Incident Management System must be completed immediately.

- Act diligently and appropriately in reporting any suspicions, concerns, policy and procedural breaches, fraud and corruption, allegations or disclosures of alleged child abuse to management or threats against the safety of children/young people to internal and external authorities.

2.26 Fitness for Work

The Y Geelong is committed to providing a safe and healthy place of work for its employees and others in the workplace. This commitment extends to our obligation as an employer under the Occupation Health and Safety Act 2004, Regulations 2017.

The Y Geelong and its employees have a responsibility for the provision of a safe, healthy, cost effective and productive workplace. This means that each individual has a responsibility to maintain personal fitness for work.

Y employees will:

- Be required to attend work in a good physical and mental condition so duties are performed in a safe, efficient and productive manner.
- Employees should be aware that many factors may affect fitness for work, and these can often interact with each other. These may include:
- General health and physical and mental fitness
- Secondary employment or volunteer activities
- Recreational activities and sport
- Medications
- Insufficient sleep / fatigue
- Excessive work hours / demands
- Injury or illness (work or non-work related)
- Consumption of alcohol or other drugs
- Personal factors (e.g. psychological, psychiatric issues, family issues or illnesses)

2.26.1 ASSESSMENT OF FITNESS FOR WORK

An employee /volunteer who attends work in an unfit manner is operating outside Y's policy and may be subject to counseling and / or disciplinary action, depending on the degree of awareness and the severity of the risk to safety or dismissal.

Immediate supervisors are responsible for initial assessment of an employee's fitness for work. If a supervisor becomes concerned about an employee's ability to safely perform their work, either through direct supervision or report, they must take prompt action. If an employee presents to work and the manager deems that the employee is not fit to be at work then the manager should deal with this immediately after they become aware of the issue. The matter should be dealt with sensitively and as a matter of safety rather than discipline. The employee should be stood down from duties and a private discussion should take place to determine the cause of the problem. The formality of this meeting will be dependent on the individual circumstances i.e. if the illness or injury is obvious then a simple direction to take a break or go home on sick leave will suffice but if the manager has reason to believe that the employee is unfit due to reasons which breach policy (e.g. intoxication) then a disciplinary investigation should be initiated.

The Y Geelong reserves the right to direct an employee, who it believes is unable to safely perform their duties due to some form of impairment attend a medical practitioner prior to continuation of duties, stand the employ down from duties or dismiss from duties.

There may be some warning signs including:

- Lethargy
- Obvious struggle to complete tasks
- Out of character behaviour e.g. irritability / aggression, vagueness
- Apparent lack of attention or concentration
- Smell of alcohol / drugs on an employee
- Obvious illness or injury (e.g. flu symptoms, limping)

If an employee attends work when they are unwell or fatigued, generally they do so because they are conscientious not because they are trying to put anyone else at risk. The supervisor needs to make a judgement call as to the correct response in the individual circumstances.

Drug Testing may be required.

Appropriate actions may include:

- Having the employee take a short break
- Sending (or driving) the employee home on approved sick leave
- Driving the employee to a doctor or to the hospital (if they are not fit to drive themselves)
- Calling an ambulance if the severity of their condition warrants this

2.26.2 Incident Reporting and Response

The investigation of workplace incidents or accidents will include consideration of fitness for work issues.

Y management will provide a **Fit for Work Form** to an employee or volunteer who is deemed “Unfit for Work” and ensure it is completed by a medical practitioner before returning to a rostered shift.

2.26.3 Medical/Illness Disclosure & Pre-Existing Injury/Illness Information

Y Geelong employees have a **duty to inform** their supervisors and the People and Culture Director in writing at any stage during their employment or service with the YMCA that there is an injury, onset of a medical condition, prescription of a drug or illness that impacts on their ability to complete all duties and tasks. **A new Medical Disclosure Form and Pre-existing Illness form must be completed.**

Y Geelong has a Duty of Care, once a disclose of a non-work related illness, medical condition or injury of any employee to ensure that the workplace does not contribute to the illness, condition or injury getting worse. A workplace management plan must be developed which may include;

- Modifications to tasks,
- Restricted duties,
- Reduced hours of work,
- Rotation of duties,
- Investigation into the systems of work in the workplace.

2.26.4 Work related injury or illness

All work-related injury or illness is to be dealt with under YMCA’s Workers Compensation and Rehabilitation Procedures.

2.26.5 Non- Work-related injury or illness

A non-work related injury or illness refers to an injury or illness (includes physical, mental or psychological conditions) which does not arise out of the course of employment or that has been deemed not to be compensable under Workers Rehabilitation and Compensation Act.

- i. Medical clearance to return to work- If an employee experiences a serious non-work related injury or illness which may affect their ability to undertake the full duties of their position then a medical clearance from a doctor will be required before that employee will be permitted to return to work. If an employee presents to work unable to carry out the duties of their position or where the manager believes that there is a risk to them or another employee, they will be stood down until a medical assessment can be carried out – at the employees’ cost.
- ii. Provision of Alternative Duties is under no legal obligation to provide alternative duties to an employee returning to work following a non-work related injury or illness. In general, if an employee is not fit to return to the full duties of their position then they must remain on appropriate leave until such time as they are fit to return to their full duties. In cases where an employee has no available leave balance attempts will be made to provide alternative duties.

For this to occur there needs to be enough work to keep that employee productively occupied for the time that they are at work.

2.26.6 Chronic / long term fitness for work concerns

Where it is identified that an employee is not meeting the fitness requirements to carry out the inherent requirements of their position a Fitness for Work (FFW) Management Plan will be developed. This plan will be developed by the supervisor in consultation with the employee, the OH&S Officer and the People and Culture Director. Additionally, external medical / functional advice may be sought in specific circumstances. This plan is intended to support the employee to meet the requirements of their position over an agreed time period or to assess reasonable adjustment options where an employee has an identified disability. The plan will include an explanation of the condition affecting fitness for work, the effects on the employee's ability to perform duties and what steps are to be put in place to remedy or manage the situation. This plan will be maintained as a confidential employee medical record with only authorised staff having access to this information.

3 DEFINITIONS

Code of Conduct	A code of conduct outlines the standards of behaviour expected of people belonging to a certain organisation or group.
Conduct	Behaviour – revealing itself in actions, responses, words, gestures or choices.
Confidential Information	Information, knowledge or communication that is intended to be private including, but not limited to, intellectual property and trade secrets, Information Technology systems, business plans, finance information, software, manuals and client information.
Conflict of Interest	A situation in which an employee or volunteer has a private or personal interest sufficient to appear to influence their objectivity in the performance of their duties; or a situation in which an opportunity exists for an individual to exploit their professional capacity for the benefit of their other interests.
Course of employment	A legal term that refers to activity of any kind or character that is related to the employee's duties and work. Whether a certain activity is considered to have occurred during the 'course of employment' is determined based on all of the circumstances.
Digital Device	Physical hardware consisting of, but not limited to, desktop computers, laptop computers and notebooks, desk phones and mobile phones, tablet devices and PDAs.
Fraudulent activity	Wrongful or criminal deception intended to result in financial or personal gain.
Fitness for Work	The ability to perform all duties and tasks prescribed in the Position Description and workplace instructions with a general degree of physical and mental capacity that ensures safety, productivity expected of a person in the role.
Reasonably / Reasonable	In determining whether conduct or a conduct expectation is reasonable, all of the circumstances of the situation will be taken into account, including the YMCA Values. Determining reasonableness requires consideration of how a reasonable person would act in the same or similar situation.
Social Media	Includes various online technology tools that enable people to communicate and interact via the internet or mobile network, and share information and resources. Examples of social media include and not limited to Facebook, Twitter, YouTube, blogs and Wikipedia.
Stereotype/s	A conventional, formulaic, and oversimplified conception, opinion, or image of a group of people, often negative in nature.

Safeguarding	Means ensuring that our behaviours, practices and policies protect children and young people from harm.
Transportation	The use of a personal (private) or YMCA vehicle, car or bus from one location to another in the course of working at the YMCA.
Work Associates	People you have a relationship or connection with, or interact with, through work. A work associate may include, but is not limited to, a colleague, a manager, a subordinate, a client, a supplier or a customer.
Y People	Employees, Board Members, Volunteers, students, consultants and contractors.
YMCA Property	Property owned or managed by YMCA Geelong, including all intellectual property, mobile telephone/s, documents, manuals, programs, computer programs, reports, processes and / or improvements made by the employee or volunteer whilst she/he is employed by YMCA Geelong.
YMCA Geelong	Refers to the Young Men’s Christian Association of Geelong Inc. and associate entities.

4. SCOPE

The Code of Conduct is binding on all employees, volunteers, board members, consultants, contractors and other authorised personnel of YMCA Geelong Inc, its clubs, auspices. However, particular clause exemptions may be appropriate for the following categories of people, depending upon the terms and circumstances of engagement:

- Contractors
- Consultants

Any clause exemptions should be determined by CEO and recorded in writing. Exemptions from the full Code of Conduct Policy should be approved by the CEO in accordance with the Policy Framework exemptions process.

5. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Corporate Services/People and Culture	<ul style="list-style-type: none"> ● Responsible for reviewing and updating the Code of Conduct and designing any education or communication tools associated with this policy. ● Support directors/managers and staff in the implementation of the policy and its review ● Participate in the development of fitness for work management plans as required
Managers and Supervisors	<ul style="list-style-type: none"> ● Responsible for implementing training and awareness raising strategies regarding the Code of Conduct when required ● Responsible for role modelling the behavioural standards outlined in the Code of Conduct ● Responsible for addressing any instances of non-compliance with the Code of Conduct ● Identify fitness for work risks ● Implement any restrictions or reasonable adjustments within the work area as approved by the manager ● Maintain confidentiality ● Sight employee medical clearance to return to duties and approve return to work following serious illness or injury including restrictions or reasonable adjustment arrangements.

	<ul style="list-style-type: none"> • Resolve disputes / grievances within the scope of this policy including complying with time frames • Develop Fitness for Work Management Plans in consultation with employee as required
All Employees, Volunteers, Board Members, Consultants, Contractors and other authorised personnel (including Managers and Supervisors)	<ul style="list-style-type: none"> • Responsible for adhering to the behavioural expectations outlined in the Code of Conduct • Responsible for reporting any instances of non-compliance • Inform supervisor of any potential fitness for work risks prior to commencing duty • Comply with medical restrictions at all times • Provide medical certification of fitness for work prior to returning to work after non-work injury or illness

6. MONITORING, EVALUATION AND REVIEW

The Y Geelong Corporate Services team are responsible for formally reviewing and updating this policy on a three-yearly basis, in consultation with representatives from key stakeholder groups. However, small changes and additions may be made outside of the formal three yearly review to ensure the policy remains relevant and current.

Managers and Supervisors are responsible for ensuring compliance with this policy, including sharing this policy with existing and new employees and volunteers. The Senior Leadership Team may monitor compliance through random audits of induction checklists and policy sign-off records.

7. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

There are a number of documents (policies, procedures, guidelines and industrial instruments) which support or relate to the Code of Conduct, including, but not limited to:

- YMCA Geelong Staff Collective Agreement and / or relevant Award
- Contract of employment
- Prevention of Bullying, Harassment and Discrimination Policy
- Disciplinary and Termination Policy
- Diversity Policy
- Privacy Policy
- Health and Safety Policy
- Recruitment and Selection Policy
- Safeguarding Children and Young People Policy
- Use of Electronic Device in Education and Care Policy
- Social Media Policy

These supporting documents are designed to be read in conjunction with the Code of Conduct. The Code of Conduct is not intended to replace or supersede these documents.

Approved by: SLT

Meeting number and date: 04/04/2019, YMCA Geelong Board 30/04/2019 SLT 24.11.2021, SLT 09.05.2025, SLT 08.09.2024

Resolution number:

Effective date:

Review date:03/02/2026 Next Review:24/04/2028

Policy Owner: Chief Executive Officer

Contact Details policy owner: Ph: 5221 8344 E: geelong@ymca.org.au

Amendment history:

V1	July 2011	Colin Hunt	Document created
V2	04/04/2014	Shona Eland	Uploaded to YMCA Geelong Policy Template included scope, monitoring and evaluation clauses.
V3	29/04/2014	Board	Insert Clause 2.4 Includes Social Media Definitions included in Social media section - "and not limited to"
V4	16/08/2017	Shona Eland	<p>Inserted Clause 2.8</p> <ul style="list-style-type: none"> Where advised by management of requirements of personal grooming due to health and safety requirements i.e.: finger nail length requirement will be met <p>Inserted to Clause 2.12</p> <ul style="list-style-type: none"> Use tools of the trade (i.e.: computers, laptops mobile devices) that are provided in the workplace and not use personal devices unless approved to do so. Utilise personal devices to storage YMCA Information or Intellectual Property Publish images or filming of children in YMCA programs and service without the expressed consent of the Guardians or Parents, completed of the Photo Release Form or consent being recorded on software, enrolment forms, Enrollment databases etc." <p>Inserted into Clause 2.13 reference to "physical and intellectual property"</p> <p>Insert new Clause</p> <p>2.18 Fitness for Work</p> <p>2.19 Work related injury or illness</p> <p>2.20 Work related injury or illness</p> <p>2.21 Chronic / long term fitness for work concerns</p>
V5	12/03/2019	Adele Andrew	<p>After Consultation with CEO & SMT</p> <p>Updated Clause</p> <p>2.18.3 Medical/Illness Disclosure & Pre-existing Injury – Illness Information added "prescription of a drug"</p> <p>2.20 added "Non" to Work related Injury or Illness header</p> <p>6. Monitoring, Evaluation and Review changed bi-annual review to three yearly</p>
V6	28/03/2019	Chris Mawson	<p>Clause 2.12 added Protect the confidentiality of all.</p> <p>Clause 18.1 added 1'or dismissal'" Drug Testing may be required".</p> <p>Clause 2.18.3 /2.21 changed Payroll HR to People and Culture Director</p>
V7	18/04/2019	Shona Eland	<p>Added to Clause 2.6 paragraph Promoting equity and diversity</p> <p>All personnel must ensure that their approach and interactions with children and young people are sensitive, respectful and inclusive of all backgrounds and abilities.</p> <p>Where our organisation is involved with children who are Aboriginal or Torres Strait Islander, from culturally and/or linguistically diverse backgrounds, who have a disability, or identity as LGBTQIA, our personnel will promote their safety (including cultural safety), participation and empowerment.</p>
V8	24/11/2021	Shona Eland	<p>Updated Clauses:2.3 Safeguarding Children and Young People Commitment Statement</p> <p>2.15 Safe Behaviours, 2.18 Education and Training, 2.189 Performance and Management, 2.21 Safeguarding Reporting Requirement added</p>
V9	24.04.2025	Adele Andrew	<ul style="list-style-type: none"> Removed parts of Clause 2.2 Reference to Y Australia and replaced with Y Geelong. Removed any reference to Australian Childhood Foundation

			<ul style="list-style-type: none"> • Added to Clause 2.6 • Added to Clause 2.21
	07.05.2025	Shona Eland	Removed 2.3 Safeguarding Clause as this has been documented in Clauses 2.4,2.5,2.13,2.21 Added Clause 2.4 Personal and Profession Conduct table Added 2.10- word "Social Media" to header Updated 2.14 Safe Behaviors to remove duplication in the "We Will sections."
V10	08.09.2025	Shona Eland	Updated Clause 2.1-2.26
V11	03.02.2026	Shona Eland	Updated Clause 2.14 The Y will ensure that our people are safe and supported, therefore the Y will never sanction that Y staff function and events are hosted at an employee's private residence or provide alcohol for private functions.

Adopted and reviewed by the YMCA of Geelong Inc on 04/03/2026



Chief Executive Officer YMCA Geelong Inc.