



ABN: 15113807419

Code of Conduct

Policy and Procedure for all PB Representatives

Pushing Barriers Incorporated Association (PB) is a not-for-profit association which provides youth with a refugee background, opportunities to play club sport

Purpose of the Policy

This policy affirms PB's belief in responsible social and ethical behaviour from all Representatives. This policy clarifies the standards of behaviour that PB expects of all Representatives.

Principles

Our Representatives contribute to the success of PB and that of our Participants. PB fully endorse that all Representatives are not deprived of their basic human rights. Furthermore, our Representatives have an obligation to PB, our Participants and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical behaviour undermine our Representative and Participant trust.

Code of Conduct

The Code of Conduct applies to all Representatives and provides the framework of principles for conducting PB services, dealing with other Representatives, Participants and suppliers.

The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence.

The Code of Conduct covers minimum standards and provides guidance to Representatives on expected behaviour, however it cannot cover every possible circumstance.

At all times, PB Representatives must act in accordance with the PB values, policies and procedure.

All PB Representatives are expected to:

- Abide by all PB policies, procedures and lawful directions that relate to your service with PB and/or PB Participants
- Maintain clear and professional boundaries with PB participants, other PB representatives and third parties
- Act and maintain a high standard of integrity and professionalism and be professional in their actions
- Be responsible and scrupulous in the proper use of PB information, funds, equipment and facilities
- Be considerate and respectful of the environment and others

- Exercise fairness, equality, courtesy, consideration, and sensitivity in dealing with other Representatives, Participants and suppliers
- Avoid conflict of interests, promptly disclosing to a PB manager or supervisor, any interest which may constitute a conflict of interest and complying with the conflict of interest policy
- Promote the interests of PB, uphold the integrity and good reputation of PB
- Perform duties with skill, honesty, care and diligence
- Establish and maintain a youth-safe environment in the course of their volunteering at PB
- Treat youth with respect and value their ideas and opinions
- Act as a positive role model for the youth in their care
- Maintain strict impartiality
- Eliminate physical contact with youth, unless where providing necessary first aid and consent from youth is sought
- Respect the privacy of youth, their families and teachers/carers
- Operate within the Youth Protection - Policy and Procedures
- Ensure safe transportation of PB participants in accordance with PB's Transport Policy
- If required, use appropriate behaviour management techniques to manage unsafe situations/inappropriate participant behaviour during transport and training/games in accordance with PB's expectations/guidelines
- Avoid the perception that any PB services may be influenced by offering or accepting gifts
- Under no circumstances may Representatives offer or accept money, unless the money is a gift received in accordance with PB policy and is declared to PB program manager
- Any Representative, who in good faith, raises a complaint or discloses an alleged breach of the Code Of Conduct, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner in accordance with the PB Complaints Handling Policy.

PB Representatives must not: -

- Shame, humiliate, oppress, belittle or degrade youth
- Unlawfully discriminate against any youth
- Engage in any activity with a youth that is likely to physically or emotionally harm them;
- Initiate unnecessary physical contact with a youth, or do things of a personal nature for them that they can do for themselves;
- Be alone with a youth contrary to PB guidelines
- Develop a 'special' relationship with a specific youth for their own needs
- Show favouritism through the provision of gifts or inappropriate attention
- Arrange inappropriate contact, including online contact, with youth or outside of PB's programs and activities
- Take photographic images of a youth for personal use and without permission, or use live streaming that includes PB participants
- Volunteer/work with youth while under the influence of alcohol or illegal drugs
- Provide children or young people tobacco, alcohol, or other illegal substances
- Smoke, drink alcohol or use illegal substances with or within the vicinity of PB participants
- Engage in open discussions of a mature or adult nature in the presence of youth
- Use inappropriate language in the presence of youth
- Do anything in contravention of PB's Youth Protection - Policy and Procedures

PB expects its PB Sports Person(s) to:

- Commit to training and playing fixtures (if possible) for the whole of the season
- To always be open and honest with PB
- Be punctual
- Immediately notify your TLO should you not be able to train or play so the PB Manager can inform the volunteer driver or cab not to collect you
- Behave appropriately and respectfully to the PB volunteer drivers, cab drivers, PB Representatives, Club coaches, Club administration staff, fixture referees, teammates and the public in the course of being a PB Sports Person
- All players must respect club property and other people property on the club premises
- All players will behave in an appropriate manner whilst playing, training, or representing Pushing Barriers and the sports club and shall not use abusive or offensive language (swearing) or show aggression or fight with a member of their team/opposing team or club representative
- Always try to have a good positive attitude
- Let the TLO know if PB can improve its services or the support to you

PB expects co-operation from all Representatives in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

PB Representatives are expected to comply with the Code of Conduct. Volunteers and staff are to acknowledge in Volaby that they agree to the Code of Conduct. PB participants are to acknowledge they agree to the Code of Conduct by signing the player agreement.

Breaches of this policy are serious and will be investigated. If Representatives are found to be in breach of this Code of Conduct, appropriate disciplinary action may be taken, including dismissal.

Should a Representative have doubts about any aspect of the Code of Conduct, they must seek clarification from the Program Manager.

This policy will be regularly reviewed by PB and any necessary changes will be implemented by the Management Committee.

Definitions

Representatives: a volunteer providing services on behalf of PB or person employed by PB or office bearer

PB Participant: A youth with a refugee background who participates in club sport and has registered as part of the PB organisation