

Christian Conventions of Western Australia Inc

("CCOWA")

ABN 38 223 904 915

Code of Conduct

for Support People

1. Scope

This Code applies to all people who support Christian Conventions of Western Australia (CCOWA) through their volunteer or contract engagement with CCOWA in support services but are not in influential, supervisory or leadership or Committee roles. The CCOWA Committees are grateful.

2. Rationale & Purpose

Engagement and ongoing involvement with CCOWA are dependent on godliness of conduct and adherence to the expectations set out in this Code. For this reason, care must be taken by Support People to conduct themselves accordingly. The bible gives us examples which model to all God's people what life in Christ looks like.

3. Conduct Expectations for Support People and Contractors

CCOWA desires all Support People to be servant-hearted, constrained by the love of Christ, growing and being conformed to the image of Jesus Christ. As such, their behaviour will be above reproach.

Support People and Contractors shall:

- 3.1** Treat people with respect. Make every effort to ensure that arrogance, belligerence, quick-temper, malice, envy, and slander do not mark relationships with, or conversations about, other people.
- 3.2** Not knowingly make statements that are false, misleading, deceptive or defamatory.
- 3.3** Not use Sexist, threatening or foul language.
- 3.4** Not engage in any Racism.
- 3.5** Not use coercion, misrepresentation or manipulation in order to gain financial support.
- 3.6** Not steal property belonging to others, including intellectual property.
- 3.7** Not gamble. That is, frequent betting which may lead to addiction or significant financial loss.
- 3.8** Not engage in Abuse. Prohibited behaviours include Bullying, Grooming, Harassment, intimidation, Neglect, Vilification and violence.
- 3.9** Dress appropriately.
- 3.10** Obey the law.
- 3.11** Not be under the influence of alcohol. Do not undertake any CCOWA activity if impaired (by medication, by alcohol, or by mind-altering, or addictive substances). Do not use, possess, or distribute any illegal substance or engage in illicit drug use.
- 3.12** Abide by all CCOWA policies and procedures.

4. Implementation

All Support People are responsible for meeting the standards in this Code and for ensuring behaviours inconsistent with this Code are not tolerated or covered up. All concerns or allegations of breaches of this Code are required to be treated compassionately and non-judgmentally and must be reported to the Chairperson as set out below.

The following alleged breaches must also be reported to the Management Committee as soon as possible:

- Constant Breaches or Misconduct
- Serious Breaches or Serious Misconduct
- Breaches of the Law or Allegations of Abuse

4.1 Minor Breaches

Minor breaches will be addressed by a Convention Chairperson, through a conversation between the person and the Convention Chairperson to bring about a behavioural change consistent with the Code. The Support person should change his/her conduct. If this is difficult, the person should inform his/her Supervisor to receive help and direction.

4.2 Constant Breaches or Misconduct

Constant Breaches or Misconduct include behaviours listed in, but are not limited to, the Definition of Misconduct, where a person has been made aware of his/her behaviour and refuses or is unable to change, or the behaviour is determined to be in this category in the opinion of a Convention Chairperson or the CCOWA Chairperson.

If the Support person has committed an alleged Constant Breach or Misconduct, then there may be disciplinary consequences.

4.3 Serious Breaches or Serious Misconduct

Serious breaches or Serious Misconduct include behaviours listed in, but are not limited to, the Definition of Serious Misconduct or the behaviour is determined to be in this category in the opinion of a Convention Chairperson or the CCOWA Chairperson.

If a Support person has committed a Serious Breach or Serious Misconduct, then there will be disciplinary consequences.

4.4 Breaches of the Law or Allegations of Abuse

Breaches of the law or allegations of Abuse are to be referred to the appropriate government authorities including the Police (where required and as appropriate). Convention Chairpersons must immediately inform the CCOWA Chairperson of such allegations and referrals.

Other Implementation Principles

It may be necessary to step a person down from certain duties or suspend that person while repentance and/or counselling and/or an investigation takes place. This enables CCOWA to manage risk and duty of care to all people involved.

Failure to meet the standards of this Code may result in disciplinary action up to and including termination of employment/engagement.

5. Definitions

Refer Schedule One

Approved by the Management Committee 01/12/2024