



Code of Conduct Policy

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Overview

Purpose	This document outlines the standards for defining, and assists in managing, the appropriate behaviour and conduct required of all Personnel in The Salvation Army (TSA) and anyone who engages with TSA.
Who does this apply to?	This policy applies to TSA Personnel and anyone who engages with TSA.
Effective Date	15/03/2021

Definitions

Definitions are located in the [Glossary of Terms and Definitions](#) (GO_LR_GUI-03_TPMP).

Policy Statement

Principles

Mission delivery	TSA is committed to delivering its mission safely, legally, ethically and in harmony with its values and in a manner that honours God and serves society effectively.
Vision, Mission and Values	The behaviour of Personnel must be in alignment with TSA's Vision, Mission and Values.
The Salvation Army environment	TSA is committed to: <ul style="list-style-type: none">▪ Providing a safe and non-discriminatory work, worship and service environment for all people regardless of their gender, gender identity, age, language, ethnicity, cultural background, disability, religious belief, sexual orientation and marital status▪ Providing transparency and equal opportunity for Personnel in the delivery of its mission▪ Providing transparency and equal opportunity for all persons engaged with TSA▪ Providing a productive work environment and effective operational/service environment▪ Support wellbeing of Personnel by addressing and reducing workplace trauma▪ A zero-tolerance approach to all forms abuse and harm between, with or in the presence of any persons, including children and vulnerable people
Indigenous	TSA aims to respect, value and acknowledge the unique cultures, spiritualities, histories and languages of the oldest surviving culture in the world, and to engage in a unified and positive relationship with Aboriginal and Torres Strait Islander peoples and their communities.
Child safety and wellbeing	<p>TSA will not tolerate or condone abuse of any kind within any of its operations/service environments or by any Personnel or any person engaged with TSA.</p> <p>TSA is a child safe organisation and provides an environment which is safe and inclusive for children, where they feel respected, safe, valued and encouraged to reach their full potential.</p> <p>TSA embraces the strengths and individual characteristics of children regardless of their abilities, sex and sexual identity, gender and gender identity or social economic or cultural background.</p> <p>TSA's Safety and Wellbeing of Children and Young People Framework (GO_LR_PRO_TSWC) defines the organisational culture, strategies and actions that promote child safety and wellbeing.</p>
Community expectations and values	<p>TSA is working towards:</p> <ul style="list-style-type: none">▪ Ethically sourced products▪ Combating modern slavery▪ Operating in an environmentally sustainable way <p>TSA is committed to good stewardship of all resources entrusted to it.</p>

Expected Behaviour

Required behaviours

Personnel are expected to comply with the conduct and behaviours specified within the [Code of Conduct Standard](#) (GO_LR_PRO-01_TCOC).

The [Code of Conduct Standard](#) (GO_LR_PRO-01_TCOC) covers the required behaviours:

- Of Personnel in their interactions with other Personnel, children, vulnerable people and the community
- With regard to personal behaviour, dress and appearance, attendance and punctuality, the use of information technology (IT), integrity, honesty and respect
- Of anyone who engages with TSA. Anyone who engages with TSA is expected to comply with the conduct and behaviours specified within the [Code of Conduct Standard](#) (GO_LR_PRO-01_TCOC) whilst engaged with TSA

Behaviours not defined

The absence of any reference to a particular behaviour or conduct does not imply that it is acceptable.

However, a good guide is to consider whether a reasonable person would consider that behaviour or conduct to be appropriate or inappropriate.

Acknowledgement

Personnel are required to acknowledge and commit to TSA's Code of Conduct:

- At the time of their initial engagement with TSA
- Every two years thereafter

Anyone who engages with TSA will be required to acknowledge and commit to its Code of Conduct, whilst engaged with TSA.

Legal and Regulatory

Legislative compliance

TSA is committed to adherence to all legislative and regulatory requirements.

TSA will take appropriate action to ensure personnel adhere to all state, territory and federal legislation and regulatory obligations as applicable.

TSA will report all alleged illegal misconduct and/or behaviour to the relevant authority.

Personal background checks

TSA requires Personnel to undertake necessary background checks in accordance with legislative and regulatory requirements, and as per TSA's policies.

The Salvation Army Image

Representation

TSA is a well-recognised movement, respected by many, with an easily identifiable brand.

All representation, written, verbal and visual, must be in line with TSA's policies.

TSA's logo, images, videos and brand guidelines are only to be used for official activities of TSA and are not for private or personal use.

 See the [Brand Policy](#) (GO_PR_POL_TBRA).

Political affiliations

TSA maintains a position of political impartiality.

Roles and Responsibilities

The roles associated with execution of this policy are provided below:

Personnel	Personnel are required to behave in accordance with this policy.
Senior TSA Representative	Supports and advises Personnel in relation to the application of this policy and the Code of Conduct Standard (GO_LR_PRO-01_TCOC), including: <ul style="list-style-type: none">▪ Ensuring Personnel have access to and understand this policy and the Code of Conduct Standard (GO_LR_PRO-01_TCOC)▪ Ensuring Personnel follow and implement this policy and adhere to the Code of Conduct Standard (GO_LR_PRO-01_TCOC)

Accountability

The Code of Conduct Policy is approved by the Board. The Board considers any violation of the [Code of Conduct Policy](#) serious, irrespective of the reason for the violation and irrespective of whether or not there is any actual loss or benefit to TSA or others.

Obligation	All Personnel under the terms of their service, employment, engagement or contract must comply with all TSA policies, procedures and supporting documents.
Consequences of non-compliance	Failure to comply with this policy may result in disciplinary action or mediation and, in serious cases, termination of employment or engagement with TSA.

Location

Repository	Territorial Policy Application
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Feedback

Feedback is encouraged	Feedback is used to improve and enhance the impact of this policy. It will be considered when reviewing and updating the document.
Who is feedback provided to?	All feedback is to be forwarded to the Secretary to the Property Trusts via email to policy@salvationarmy.org.au .

Related Documents and References

Policy Documents	Code of Conduct Policy (GO_LR_POL_TCOC) Code of Conduct Standard (GO_LR_PRO-01_TCOC) Conflict of Interest Procedure (GO_LR_PRO-02_TCOC) Conflict of Interest Disclosure Form (GO_LR_FOR-01_TCOC) Gifts and Benefits Disclosure Form (GO_LR_FOR-02_TCOC)
Related Policy Documents	Approved Authorities Policy (GO_LR_POL_TAAP) Recruitment and Onboarding Policy (BS_HR_POL_TROB) Safety and Wellbeing of Children and Young People Policy (GO_LR_POL_TSWC) Safety and Wellbeing of Children and Young People Framework (GO_LR_PRO_TSWC) Work Health and Safety Policy (GO_WH_POL_TWHS)
Related Legislation	N/A
Funding Agreement Requirements	N/A
Governance/ Accreditation/ Certification Standards	N/A
Audit Report Findings	N/A
Other Relevant Documents/ Resources	Definition of Child Safe Organisation adapted from <i>Royal Commission into Institutional Responses to Child Sexual Abuse. Final Report: Vol 6 – Making Institutions child safe, Pg. 12)</i>

Document Control Information

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Policy Implementer	Secretary to the Property Trusts		
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	1-0	08/08/2019	Inaugural version
	2-0	12/03/2021	12 month review