



Equestrian Western Australian Incorporated.

ABN: 53 591 481 584

Policy:	Code of Conduct – Staff
Policy Area:	Board & Governance Policies
Date Approved:	25 th February 2010
Replaces Policy No:	1 st May 2009

Equestrian WA endorses the following code of conduct to provide guidance to our employees.

Management will:

1. Be responsible for the overall welfare and wellbeing of employees and volunteers.
2. Be accountable for managing and maintaining a duty of care towards employees and volunteers.
3. Respect the rights, dignity and worth of every person regardless of their position, gender, ability, cultural background or religion.
4. Resolve conflicts and grievances fairly and promptly.
5. Act on any breaches of this “Code of Conduct” through established procedures.

Employees and volunteers will:

1. Commit to Equestrian WA’s values of excellence, integrity, accountability, transparency, passion, innovation, and teamwork.
2. Perform the duties of his/her position impartially, uninfluenced by fear or favour.
3. Respect their colleague’s role and responsibility within Equestrian WA, and listen to and respect their opinions, ensuring a work environment free of harassment and discrimination.
 - o Understanding that grievance is a real or perceived issue which cause resentment, suffering or distress, and which may be regarded as grounds for complaint.
4. Should not engage in conduct likely to bring discredit upon Equestrian WA.
5. Recognise Equestrian WA “chain of command” and the authority of the Chief Executive Officer.
6. Maintain a duty of care towards members and patrons.
7. Have an obligation to protect confidential information about Equestrian WA and any other relevant parties, both during and after your employment.
8. Not use the Intellectual Property of Equestrian WA in a personal capacity.
9. Demonstrate professional behaviour at all times through your use of language, presentation, manner and punctuality.

10. Equestrian WA prohibits being under the influence of alcohol, drugs or any other substances that may affect performance or behaviour whilst at work.
 - Do not consume alcohol during work hours whilst under the employ of Equestrian WA.
11. Appreciate we are a member based organisation, and customer service is the highest priority where everyone is treated with dignity and respect.
12. Abide by the “Working with Children” Policy of Equestrian WA.
13. Abide by the “Member Protection” Policy of Equestrian WA.
14. Abide by the “Fraud and Corruption” Policy of Equestrian WA.
15. Be aware and compliant of “Workplace Health and Safety” guidelines.
16. Assist the CEO in any other areas identified as high priority.

We will:

1. Speak with one voice, once an executive decision is made.

Signed: *Hamish Johnston*
Chief Executive Officer

Signature: _____

I understand the requirements of this “Code of Conduct” and agree to abide by it at all times.

Employee: _____

Signature: _____

Date: _____