



## **Make It Happen Club SCIO Code of Conduct Policy**

Last Updated: 16th Jan 2024

### Introduction

Make It Happen Club SCIO is dedicated to creating a positive and inclusive environment for families, young people, and communities. This Code of Conduct outlines the expectations for behaviour and interactions among staff, volunteers, and participants involved in Make It Happen Club SCIO programs and activities.

### 1. Respect and Inclusion

#### 1.1 Respectful Behaviour:

- Treat everyone with dignity and respect, regardless of race, ethnicity, gender, age, sexual orientation, religion, disability, or any other characteristic.
- Use inclusive language and avoid any form of discrimination, harassment, or bullying.

#### 1.2 Inclusive Environment:

- Foster an inclusive and welcoming atmosphere that embraces diversity.
- Ensure that Make It Happen Club SCIO programs and activities are accessible to all, accommodating different abilities and needs.

### 2. Professionalism

#### 2.1 Ethical Conduct:

- Act with honesty, integrity, and transparency in all interactions.
- Avoid engaging in activities that may create a conflict of interest with Make It Happen Club SCIO's mission and values.

#### 2.2 Confidentiality:



- Respect the confidentiality of information shared within Make It Happen Club SCIO, including participant and family details.
- Do not disclose sensitive information without proper authorization.

### 3. Safety and Well-being

#### 3.1 Child and Family Safety:

- Prioritise the safety and well-being of children and families participating in Make It Happen Club SCIO programs.
- Report any concerns or suspicions of abuse or neglect to the appropriate authorities and Make It Happen Club SCIO leadership.

#### 3.2 Code of Online Conduct:

- Follow Make It Happen Club SCIO's Online Safety Policy when engaging with families and young people in digital spaces.
- Maintain a positive and professional online presence that aligns with Make It Happen Club SCIO values.

### 4. Collaboration and Communication

#### 4.1 Effective Communication:

- Communicate openly and respectfully with colleagues, volunteers, families, and young people.
- Foster a collaborative and team-oriented environment.

#### 4.2 Feedback and Improvement:

- Provide constructive feedback in a professional manner.
- Be open to receiving feedback and actively work towards personal and organisational improvement.

### 5. Compliance with Laws and Policies

#### 5.1 Legal Compliance:

- Adhere to all applicable laws, regulations, and Make It Happen Club SCIO policies.
- Report any violations or concerns promptly to Make It Happen Club SCIO leadership.

#### 5.2 Use of Resources:



- Use Make It Happen Club SCIO resources responsibly and ethically, avoiding any misuse or waste.

#### Enforcement

Any violation of this Code of Conduct will be taken seriously by Make It Happen Club SCIO. Consequences for non-compliance may include verbal counselling, written warnings, suspension, or termination of association with Make It Happen Club SCIO, depending on the severity and repetition of the violation.

#### Review and Updates

This Code of Conduct Policy will be reviewed annually and updated as necessary. All staff, volunteers, and participants are expected to familiarise themselves with this policy and adhere to its principles.

By upholding this Code of Conduct, Make It Happen Club SCIO aims to create a safe, respectful, and inclusive environment that aligns with the organisation's mission of making a positive impact in the lives of families and young people.