



CODE OF CONDUCT FOR STAFF/VOLUNTEERS/BOARD MEMBERS

Our Code of Conduct is based on the 5 Basic Principles for Church Workers, as drawn up by the National Committee for Professional Standards. As our work at KORA largely involves children between the ages of 2 and 6, our emphasis is on providing a safe and caring environment, for this vulnerable age group.

5 BASIC PRINCIPLES FOR ALL STAFF, BOARD MEMBERS AND VOLUNTEERS

1. We are committed to justice and equality.
2. We uphold the dignity of all people and their right to respect.
3. We are committed to safe and supportive relationships.
4. We reach out to those who are poor, alienated or marginalised.
5. We strive for excellence in our work.

We are Committed to Justice and Equality

The Supervising Officer and Board Members will:

- a. Extend courtesy and respect to all.
- b. Promote just structures for paid workers and volunteers.
- c. Have the necessary knowledge and skills for the optimum exercise of their roles and responsibilities.
- d. Provide clear detailed role descriptions for staff and ensure that alterations are made by negotiating with the people concerned.
- e. Pay workers justly and fairly based on skills, responsibilities and performance.
- f. Implement appropriate grievance procedures against any expression of injustice in the workplace.
- g. Remain impartial when allegations of injustice, unfairness and abuse arise.
- h. Resolve disputes amicably, fairly through dialogue and mediation.

We Uphold the Dignity of All People and their Right to Respect:

Staff, Volunteers and Board Members will:

- a. Respect gender differences and honour the dignity of men, women and children.
- b. Respectfully welcome diversity and difference.
- c. Be sensitive and helpful to those who have difficulties with language or communication.
- d. Show cultural and social awareness.

- e. Be aware of and respect the rights of all staff, children, volunteers and board members.
- f. Respond sensitively to the issues that arise when different cultures meet.

We are Committed to Safe and Supportive Relationships:

Kora Staff and Volunteers will:

- a. Know, understand and respect the physical and emotional boundaries of adults, young people and children. (See section on Child Protection Policy).
- b. Recognise that unsafe and unsupportive relationships have an extremely harmful impact on human dignity and self-esteem.
- c. Interact with children, young adults in safe, open, visible environments.
- d. Interact with others in a consistent, professional manner.
- e. Work within a well-defined role description that complies with the relevant legal obligations associated with the task.
- f. Consciously draw distinctions between the role as church worker and other social interactions.
- g. Reflect on the reasons for undertaking paid/volunteer work at Kora to determine that they are grounded in a desire to be of service to others.
- h. Maintain a balance between time spent at work and other aspects of life such as family, friends and community.
- i. Understand that we are in a position of power and exercise that power in a caring, compassionate and non-patronising way.
- j. Avoid being alone with a child, young person or group in sleeping, dressing or bathing areas.

We reach out to those who are poor, alienated or marginalised:

The Supervising Officer and Board members will:

- a. Build partnerships with government and non-government agencies to influence policy and legislation that protects the vulnerable in our society.
- b. Familiarise themselves with our Child Protection Policy.
- c. Recognise the personal and social factors that contribute to poverty and disadvantage.
- d. Establish if necessary and support programs that reach out to those who are poor, alienated or marginalised.
- e. Behave in conformity with the Gospel values of justice and charity, so as not to contribute further to alienation.

We strive for excellence in our work:

The Supervising Officer and Board members will exercise responsible stewardship by:

- a. Maintaining accurate and reliable records.
- b. Complying with relevant legislation.
- c. Seeking advice for qualified support when in doubt.
- d. Being mindful of privacy principles and managing information accordingly.
- e. Avoiding misuse of position for personal or financial advantage.

I have read and understood the above principles and guidelines in relation to my role at Kora Centre Incorporated and agree to abide by them.

FULL NAME:.....

POSITION AT KORA:.....

SIGNATURE:

DATE: