

COMMUNITY OF RINGWOOD INDIGENOUS SPECIES PLANTS (CRISP) NURSERY, INC.

CRISP NURSERY - CODE OF CONDUCT

The success of CRISP is very much dependant on the way it interacts with its members, customers, partners, suppliers and volunteers. Aligned with its values, CRISP is committed to acting with honesty and integrity, and treating everyone with respect. It is also committed to providing members and volunteers with a safe work environment. This Code of Conduct document is designed to provide an overview of behaviour expectations of CRISP's employees and volunteers.

1. General Code of Behaviour

CRISP's volunteers and staff will:

- (a) Respect the rights, dignity and worth of others, and value their ideas and opinions;
- (b) Be fair, considerate and honest in all dealings with others;
- (c) Maintain a duty of care to others involved (where a duty of care applies);
- (d) Be professional in, and accept responsibility for actions;
- (e) Show concern towards others who may be sick or injured;
- (f) Report any unlawful, threatening or violent behaviour to the appropriate authorities;
- (g) Do not engage in any form of harassment of others; and
- (h) Do not unlawfully discriminate against any person.

Child Safety: CRISP's current policy is that children (under the age of 18), can not volunteer or work at the nursery unless they are supervised and under the responsibility of a parent or specified guardian.

2. Sexual Harassment, Bullying and Respect

All employees and volunteers are entitled to be treated with dignity and respect. CRISP has a commitment to provide a healthy and safe working environment free from workplace bullying and sexual harassment. [Under the *Equal Opportunity Act 2010* organisations covered by the law – including volunteer-based organisations – have a positive duty to take reasonable and proportionate measures to eliminate discrimination, sexual harassment and victimisation.]

CRISP provides a clear pathway for a matter to be raised within the organisation via the Co-Managers and/or the President or another Committee Member. CRISP will undertake to ensure that processes maintain confidentiality and protect people's identity.

Breaches to the Code of Conduct will be addressed by CRISP management and/or Committee, and the person breaching the code will be advised to cease such actions. Where the Code of Conduct is breached in a serious or repeated manner this may trigger disciplinary action, including, if appropriate, suspension of membership and/or cease of volunteer status. Complaints regarding Code of Conduct breaches will be handled in a timely, responsive and sensitive manner. [Refer to CRISP's Constitution for processes in managing disciplinary and grievance matters.]

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