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Overview

Purpose	This code outlines the standards for defining, and assists in managing, appropriate behaviour and conduct required in Salvation Army Housing
Who does this apply to?	This policy applies to All Salvation Army Housing Employees (SAH & SAHV)
Effective date	29/07/2020

Policy Statement

Employee Code of Conduct

- SAH employees contribute to the success of the company and that of our tenants. SAH fully endorses that all employees are not deprived of their basic human rights.
- Furthermore, employees have an obligation to the company, our tenants and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine employee and tenant trust.

Board Code of Conduct

- The Board Code of Conduct (the Code) provides clear guidelines and standards for the appropriate behaviour expected of Board Directors of SAH. The Code affirms SAH's belief in responsible social and ethical behaviour from all Directors.
- Unlawful and unethical business practices undermine employee and tenant trust and negatively impact the reputation of the business.
- The Board Code of Ethics (the Code) outlines the Board's intent to conduct its business in an open, transparent and ethical manner.
- The Board Code of Ethics can be found in the Governance Manual.

Breaches of this Code

- The behaviours listed in this code that reinforce our values outline an expected standard of behaviour. Behaviours which are contrary to the spirit or the stated requirements of this Code may result in the provision of counselling and/or guidance.
- In severe or repeated cases of behaviour which disregard the code, disciplinary action may be taken in accordance with SAH's disciplinary procedures which may result in:
 - verbal or written warnings.
 - undertakings to correct behaviour, attending training or mentoring to improve behaviour.
- Where necessary, termination of employment or cessation of engagement with the organisation, in accordance with any relevant policies/procedures and current employment legislation.

Roles and Responsibilities

The roles associated with execution of this policy are indicated in the table below.

Roles	Responsibilities
SAH Personnel	Personnel are required to behave in accordance with this policy and overarching TSA Code of Conduct Policy.
Senior SAH Representative	Supports and advises personnel in relation to the application of this policy and the TSA Code of Conduct Standard, including: <ul style="list-style-type: none"> <li data-bbox="421 501 1374 562">▪ Ensuring personnel have access to and understand this policy and the TSA Code of Conduct Standard. <li data-bbox="421 573 1385 629">▪ Ensuring personnel follow and implement this policy and adhere to the TSA Code of Conduct Standard.

Related Documents and References

Related Policy Documents	Conflict of Interest Policy TSA Code of Conduct Policy TSA Approved Authorities Policy TSA Recruitment and Onboarding Policy TSA Safety and Wellbeing of Children and Young People Policy TSA Work Health and Safety Policy
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Related Procedure Documents	TSA Conflict of Interest Procedure
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Related Supporting Documents	TSA Safety and Wellbeing of Children and Young People Framework TSA Code of Conduct Standard TSA Conflict of Interest Disclosure Form TSA Gifts and Benefits Disclosure Form
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Related Legislation	<Insert relevant legislation and/or regulations>
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Other Relevant Documents /Resources	<Insert relevant websites and/or links not identified above>
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Document Control Information

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Policy Implementer	Chief Executive Officer <Insert the position title of the Policy Implementer>	
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