



Code of Conduct

OVERVIEW

The Code of Conduct is a document that binds and guides staff, volunteers and visitors/guests with respect to their professional and personal conduct while at Camp Breakaway.

The purpose is to ensure a consistent and high standard of ethical and professional behavior that is consistent with the mission of Camp Breakaway, the laws of our regulatory authorities, and focuses on the core values of

- Compassion, understanding and commitment to support people with a disability
- respect, dignity, participation, independence, fair and equal treatment for all
- the health and well-being of others
- open and honest communication
- supporting a positive workplace culture
- ensuring duty of care
- maintaining high standards of care

The Code of Conduct also includes adherence to laws and regulations that govern us in our professional field as well as legally binding obligations.

It is impossible for the Code of Conduct to cover all situations that can arise in the workplace. For those situations not covered, it is expected that staff and volunteers will use common sense and exercise good judgement in their behavior and response.

BREACHES OF THE CODE OF CONDUCT

Unacceptable behavior or conduct that is in breach of the Code of Conduct will not be tolerated at Camp Breakaway and, depending on the seriousness, may result in

- Disciplinary action including termination of employment or volunteering
- Counselling and/or performance management
- Referral to other authorities including police if it involves criminal activity

BULLYING AND TREATING OTHERS WITH RESPECT

It is inherent that at Camp Breakaway, we treat people with respect and courtesy by

- not engaging in bullying behavior of any sort including physical, mental and sexual discrimination or harassment
- not allowing violence of any sort at Camp Breakaway
- reporting any bullying, violence or infringement of a person's rights immediately
- actively promoting the fair, equal and safe treatment of all people

- not allowing personal relationships or opinions to affect professional relationships or behavior
- ensuring the dignity of those we care for by understanding and being aware of their needs and vulnerabilities

PRIVACY

Respecting a person's right to privacy and confidentiality is a fundamental principle of Camp Breakaway and it is essential that we adhere to privacy laws and legislation.

This includes not only health information about a client, but also personal information about their lives or circumstances that you may become privy to during the course of caring for a client at a camp.

The exception is that if you become aware of an abusive or criminal situation. In that case, you are obliged to report it to your manager. There are circumstances when we are legally bound to report abuse and/or crime to the appropriate authorities.

ALCOHOL AND OTHER DRUGS

Staff and volunteers are not permitted to attend Breakaway under the influence of alcohol, illicit drugs or prescribed medications that could put at risk themselves, clients, volunteers, staff or visitors.

Alcohol and illicit or illegal drugs are not permitted on site.

PROFESSIONAL RELATIONSHIP AT ALL TIMES

It is incumbent on staff and volunteers to maintain a professional relationship and observe appropriate boundaries at all times when dealing with clients.

Many of Camp Breakaway's clients are vulnerable and some would like to develop personal relationships with their carers outside of the professional relationship in place at camp. This is understandable, but not permitted.

In maintaining that professional relationship, staff and volunteers should not

- encourage or establish a personal relationship with clients that extends beyond the normal and appropriate relationship that develops while at a camp when providing care and support to a client
- exchange phone numbers or participate in social media with clients
- visit clients at their home unless it is work-related and approved by management
- allow clients to stay at their homes or stay at a client's home
- travel with or provide transport for clients unless it is work related and approved
- take money from a client or their family or carer even if that gift is well-intentioned and given in appreciation of the service provided
- give money to a client even if it seen as simply 'helping' a client
- provide financial advice to a client

CONFLICT OF INTEREST

It is essential that actions of staff and volunteers are not influenced by self-interest or personal gain.

All gifts should be discouraged in a manner that does not create offense.

Gifts can only be accepted from clients, their families or carers, if they are a token or inexpensive gift such as a box of chocolates or flowers.

Money or expensive or excessive gifts are not to be accepted and should be 'gracefully' declined.

USE OF OFFICIAL RESOURCES

Use of Camp Breakaway resources, including vehicles, equipment, goods, materials and supplies, are not to be used for private purposes or personal gain or to promote a political party or religion or private business.

At no time should any resources of Camp Breakaway be used for accessing, transmitting, storing or downloading pornographic, sexually explicit or otherwise inappropriate material.

All Camp Breakaway resources must be used efficiently, effectively and safely.

As a charity supported by philanthropic foundations as well as the local community, it is mandatory that we use grants and donations and other gifts for the purpose to which they were donated.

PUBLIC COMMENT

Only the Manger or Board Chair is authorized to speak publically on behalf of Camp Breakaway.

Any contact from the media should be directed to the Manager.

It is generally permissible for staff and volunteers to accept invitations to be a guest speaker for service organizations or clubs such as Rotary and Lions, however please advise management prior to accepting any invitation.

I have read and understand the Camp Breakaway Code of Conduct and agree to abide by the principles as outlined in the Code of Conduct.

Name _____ **Signature** _____ **Date** _____