

Section 2: Policies

3: Human Resources Policies

2.3.1. Staff Code of Conduct

Adopted: Adapted from the Board Code of Conduct September 18, 2025
Last review: October 16, 2025

Background:

The purpose of a Code of Conduct is to establish clear expectations of staff. A Code of Conduct is designed to provide guidance and ensure accountability.

Policy:

Staff of the Perth Seniors Fellowship are expected to:

- **Act With Integrity and Honesty:** Staff must conduct themselves with the highest standards of honesty, fairness, and integrity at all times.
- **Ensure Fiduciary Responsibilities Are Met:** Staff must prioritize the organization's interests and those of its members, placing loyalty to the corporation first.
- **Avoid Conflict of Interest:** Staff must avoid situations where personal interests could conflict with their official duties or lead to preferential treatment for themselves or others.
- **Maintain Confidentiality:** Maintaining the confidentiality of information gained through employment is essential, especially regarding sensitive discussions or decisions.

- **Exhibit Professionalism:** Staff is expected to conduct themselves professionally and with appropriate decorum.
- **Be Respectful:** Staff must interact respectfully with each other, Board members, and the public, fostering a positive and ethical environment.
- **Comply with Laws and Policies:** Staff is required to adhere to relevant legislation, regulations, and all Perth Seniors Fellowship policies.
- **Avoid the Appearance of Impropriety:** Staff should not only avoid actual misconduct but also any actions that could create the appearance of impropriety.
- **Avoid Inappropriate Use of Authority:** Staff should refer any sensitive issues to the Executive Director and/or the Chair of the Board.

Failure to comply with the Code of Conduct may result in grounds for dismissal.