

SOUTH ALIVE CODE OF CONDUCT POLICY

This Code of Conduct policy applies to all staff, trustees and volunteers of South Alive and the Pantry.

South Alive values

A full explanation of South Alive's values is contained in our Community Strategic Plan but in summary, they are:

- Service – we support people to contribute and make lasting change in our community
- Manaakitanga – we demonstrate hospitality, care and generosity for all people in our community
- Inclusion – we celebrate and respect diverse lifestyles and cultures, providing a space for everyone in our community
- Integrity – we are honest, transparent and ethical in all actions and decisions

Code of Conduct (how we expect all staff, trustees and volunteers to act)

1. Be open, friendly and inclusive with other South Alive volunteers, staff and visitors taking a collaborative, teamwork approach.
2. Be friendly and welcoming to newcomers. Keep all groups open to new members.
3. Our culture is: 'We don't do complaints, we only do ideas and solutions'. Please support this culture by focusing on the positive and giving little or no airtime to negative comments and conversation.
4. Do not make any unauthorised public statements in the name of South Alive. Please direct all media contact to Action Group Convenors, Trustees or Staff.
5. Share 'air time' – keep ideas, opinions and comments short to ensure all voices are heard.
6. Listen with respect and curiosity and engage in open, honest communication.
7. Be mindful about what really matters.
8. Act ethically, with honesty and integrity, in the best interests of the group and organisation at all times.
9. Treat other South Alive volunteers, staff and visitors with respect, courtesy, honesty and fairness, and have proper regard to their interests, rights, safety, reputation and welfare. Do not harass, bully or discriminate against those with different views.
10. To respect confidentiality and privacy.
11. Disclose any personal or business interests of your own, your family, or close friends which may give rise to actual or perceived conflicts of interest.
12. Where conflicts of interest do arise, ensure they are managed in the public interest.

13. To have fun, celebrate success and share learnings.

What you can expect from South Alive

1. To have a safe and supportive working environment
2. To be free from discrimination based on race, gender, religion, age, and disability
3. To receive an induction/orientation and relevant ongoing training and support
4. Regular and relevant communication
5. To be allocated tasks suitable to personal abilities and preferences

Associated policies and procedures

- HR-Pol-07 - Harassment Policy
- Gov-Pol-01 – Governance TOR and Code of Ethics (applies to Trustees)

Date Approved:	July 2013
Last Reviewed	July 2025
Review Date:	July 2026