



CODE OF CONDUCT DECLARATION

Staff, Students & Volunteers

Big Yellow Umbrella requires all staff, students, and volunteers to adhere to the Code of Conduct policy summarized below.

Staff, students, and volunteers are required to acknowledge that they have read and understood the requirements by signing this document which will be retained. Failure to adhere to the Code of conduct will result in performance management action and if the action/s are considered to be a serious act of misconduct, may result in immediate dismissal.

Staff, students & volunteers agree to (please read complete Code of Conduct policy before signing):

Personally:

Treat others and manage situations with respect, courtesy, sensitivity, and compassion. Do not engage in any type of abuse including sexual harassment

Ethically:

Perform your duties conscientiously and honestly without using your position to gain personal advantage. Conflict of interest and any suspected corrupt conduct must be reported immediately

Conflict of Interest

Declare any conflict of interest between private interests and Big Yellow Umbrella operations as soon as it arises

Public Relations:

Representing Big Yellow Umbrella publicly requires the approval of management. When speaking on behalf of the organisation you must uphold its reputation and take an active interest in Big Yellow Umbrella's public image

Legally:

Do not act illegally, unethically, or unreasonably and ensure you comply with all applicable laws, regulations, policies and procedures and instructions from management

Professionally:

Act in a professional manner that adheres to standards specified in the constitution, strategic and business plans, program principles, team building principles and Big Yellow Umbrella's policies and procedures. Drinking, gambling, use of illicit substances fighting, and other unprofessional activities are strictly prohibited while representing Big Yellow Umbrella.

I have read, understand, and agree to comply with Big Yellow Umbrella's Code of Conduct Policy.

Signed _____

Date_____

Name: _____