



Code of Conduct

Heading	What to include
Policy title	Code of Conduct
Purpose	<p>The code of conduct is an articulation of the way in which the staff of the AICC behave in the common goal of providing for the community.</p> <p>These principles underpin the professional relationships that staff have with each other, clients, and the greater community. The Code is establishing standards in which all staff/volunteers are required to adhere to.</p> <p>Failure to comply with this policy and guidelines in this document may result in disciplinary action up to and including termination of employment, contract, or procurement arrangement.</p> <p>The action taken will be commensurate with the seriousness of the conduct and an evaluation of the situation. All serious violations of these guidelines will be brought to the attention of the President were deemed appropriate.</p>
Policy Details	<ol style="list-style-type: none">1. All members of staff at AICC are to set professional standards and act as role models to those around you and the wider community.2. AICC, its board, staff and volunteers will take every due and proper measure to ensure that no conflict will occur between members, volunteers, sponsors and visiting individuals to the association.3. No behaviours that are abusive in any manner to patrons of the centre, staff or volunteers will be tolerated. This includes verbal, physical, and emotional abuse.4. All members are expected to support the AICC's goal and are expected to demonstrate their support for the vision and mission of AICC, their responsibilities and conduct.
Who does this policy apply to?	This policy applies to employees of AICC. It also applies to individuals who volunteer or engage in activities on behalf of AICC.

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The responsibility of stakeholders	<ol style="list-style-type: none"> 1. Ensure that you adhere to the code of conduct and act in professional and respectful way that enhances your professional reputation and the reputation of AICC. 2. Report any breaches to the appropriate individuals. 3. Treat fellow colleagues and others with respect and dignity, do not behave in ways that a reasonable person would consider offensive, intimidating, humiliating, or threatening. 4. Must reply promptly, conscientiously, and effectively to all lawful and reasonable decisions, instructions and directions given by a person having authority to give such directions. 5. Must act promptly in reporting breaches in contract/ law/ policy as well as misconduct under AICC's code of conduct. 6. Not knowingly or deliberately impede a lawful and reasonable decision or direction. 7. Ensure that AICC resources are not used improperly. 8. Provide correct and relevant information to partners, donors and sponsors and maintain the accuracy and confidentiality of all information.
Dress Code and Presentation of oneself	<p>Employees, volunteers, and those who engage with regular activities at AICC are required to be neat, clean, and tidy while at work; whether working on Auburn Islamic Community Centre's premises or elsewhere representing AICC. Clothing should follow professional norms and be modest in appearance so that it does not cause offense to others.</p> <ol style="list-style-type: none"> 1. Business dress is strongly recommended, while smart casual will be considered a minimum requirement. 2. Dress appropriately to your gender.
Publication	<p>The publication of this Code of Conduct will be made on the official AICC website. It will also be reviewed and discussed staff meetings. It will be used as part of inductions and training as needed.</p>
Review	<p>Reviews and amendments by be done at any time and at our own discretion. The amended Code of Conduct will be updated once these changes are made, onto our website. We recommend you check our Site regularly to ensure you are aware of our current Code of Conduct.</p>