

CODE OF CONDUCT

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Introduction

As a not for profit community association, employees, volunteers and contractors of ECOllaboration, are expected to implement the policies and decisions of the Board in an impartial manner.

Just as important, is the right of ECOllaboration employees, volunteers and contractors to a workplace that is free of any form of harassment, unfair discrimination or fear. As such, you should ensure that at all times your behaviour with other staff, colleagues, supervisors and managers is professional and appropriate. Any unreasonable and inappropriate workplace behaviour, including bullying, excessive gossiping, physical and/or psychological behaviour, that intimidates, offends, degrades, insults or humiliates an employee, whether in private or in front of colleagues, clients or customers will not be tolerated.

ECOllaboration also endeavours to carry a professional image with the general public. As such any employee, volunteer or contractor carrying out duties on behalf of ECOllaboration has a responsibility to ensure this image is upheld.

Purpose

The Code of Conduct intends to set out the standards of behaviour expected from all employees, volunteers and contractors working at ECOllaboration.

Authorisation

ECOllaboration Ltd

Policy

Staff, volunteers and contractors will uphold the professional image of ECOllaboration and will carry out their duties in a manner that reflects positively on the organisation whilst providing a safe and efficient workplace.

Responsibilities

It is the responsibility of the Board to ensure that:

- this policy is continually developed and reviewed

It is the responsibility of the CEO to ensure:

- the implementation of this policy

It is the responsibility of all volunteers, staff and contractors to:

- familiarise themselves with the contents of the Code of Conduct and commit to adhering to the principles set out within this policy when carrying out their day to day duties