

CODE OF CONDUCT POLICY – Centre user

Purpose of this policy:

To provide a framework for acceptable behaviour at the Belvedere Community Centre Inc (BCC) by students and people attending BCC activities.

Who this policy applies to:

- All people attending classes and activities at Belvedere Community Centre.

What this policy says Belvedere Community Centre users must:

- Be responsible for their own conduct at all times.
- Be courteous and respectful of others at all times.
- Behave in a manner that does not endanger the health, safety and wellbeing of themselves or others.
- Take care of the property of BCC and other centre users to the best of your ability.
- Refrain from any behaviour that may impact on yours and others work at the centre, including alcohol and drug abuse.
- Discuss any issues you are concerned about privately with your teacher or the Manager.
- Be punctual and notify reception if you are unable to attend your class.
- Not engage in behaviour that is deemed:
 - Discriminatory
 - Bullying
 - Illegal

You should also read:

- Code of Ethics
- Privacy and Confidentiality Policy
- Complaints Handling Policy

A breach of these guidelines may result in sanctions including counselling, disciplinary action, legal action or cancellation of membership to BCC depending on the nature of the breach.

The Committee of Management will determine the final outcome of reported breaches of these guidelines.

Policy Version No:	1	Approved by COM on:	July 2018
Scheduled review date:		Reference documents:	