



## **YMCA of Sydney Staff Code of Conduct**

### **HOURS OF WORK**

All full time staff are expected to work 152 hours over a 4 week cycle. Part time staff are expected to work as per their agreed hours over a 4 week cycle. Casual staff are engaged as such and their period of work ends when they leave for the day.

The spread of hours over a period of a day are agreed with the Manager on a rostered basis to meet the community needs.

### **ABSENTEEISM**

All staff are expected to advise their supervisor on the first day of their absence at least 1 hour prior to their starting time. Should they be working an afternoon shift they are to advise their supervisor by 9:00 a.m. of that day that they will not be attending work. An indication should be given as to the anticipated return date and any changes must be communicated to the supervisor. A Doctor's certificate is expected to accompany periods of absence of more than one day.

### **OVERTIME**

It may occasionally happen that a staff member be required to work overtime. The Manager will in all instances endeavour to provide at least 24 hours notice of this.

### **ACCREDITATION**

Gymnastic coaches are required to maintain their accreditation and attend updating requirements. Requests for assistance (financial or otherwise) are to be directed to the Area Manager/Gymnastics Training Manager.

### **INTERPERSONAL RELATIONSHIPS**

The YMCA of Sydney endeavours to promote harmonious relationships in the workplace. To this end, all staff are expected to display an attitude of tolerance of others irrespective of race, gender, sexual orientation, religious affiliation or creed. Inflammatory, discriminatory and inciting remarks will incur relevant penalties.

**UNAUTHORISED POSSESSION OF PROPERTY**

Leaving the workplace without authorisation to remove company, other staff members' and/or members of the community's property, will result in an investigation into the situation may result in disciplinary action.

**ASSAULT**

An assault on any member of staff or any person using the centre facilities unless in self defense or life threatening situations, will incur summary dismissal.

**BAD LANGUAGE**

The use of bad language under any circumstances in the workplace is unacceptable.

**CONSUMPTION OF ALCOHOL/DRUGS**

Staff members arriving at work under the influence of alcohol or drugs, or caught consuming alcohol or drugs in the workplace will incur disciplinary action.

**SMOKING**

The YMCA of Sydney has a non-smoking policy in the workplace which includes Centre buses. Those staff who smoke are to do so off the premises out of full view of our users.

**SAFETY PROCEDURES**

Safety for yourself, for other staff members and other users of the facilities is paramount. Every staff member is expected to exercise the utmost caution and not to behave in any way that would put that safety at risk. Be alert and cautious in your daily dealings with others and conscious of the work environment.

An orientation/induction session is provided for all new staff on the first day of employment. Occupational Health and Safety training will be conducted by the Centre Based Safety Officer.

**DISOBEYING REASONABLE INSTRUCTIONS**

Staff are expected to obey any reasonable instructions with regard to work or safety from a supervisor or manager. Failure to do so is insubordination and can lead to disciplinary action.

## **DRESS/UNIFORMS**

Whilst the organisation respects the rights of individuals, certain requirements in keeping with our professional image are stipulated. Basic hygiene and cleanliness is expected. Hair is to be kept clean and neat irrespective of the length. Earrings are a fashion accessory and provided they are discreet or not a safety threat are acceptable. Appropriate footwear must be worn at all times. This means closed in shoes for all program staff.

Uniforms and name badges have been issued to staff in the operating areas and are expected to be worn at all times unless with permission of the manager to the contrary.

Uniforms are not to be worn outside of the work environment in a social context not connected to work. All uniform items with YMCA of Sydney logo must not be worn after termination of employment and should be returned to the YMCA.

## **OTHER DUTIES OF STAFF**

Please remember that, whatever your position, all staff are responsible for:

- The cleanliness of the building/facility
- The safety of our users and other staff
- The quality of service
- The security of the facility

## **KNOWLEDGE OF THE YMCA**

An orientation session is provided for all new staff on the first day of employment. Included in this will be a description of all the activities and Centres of the YMCA of Sydney.

It is expected that all staff, whether they be full time, part time or casual, have a good product knowledge.

## **STAFF APPRAISALS**

Staff appraisals together with staff self assessments, will be held at least annually by the manager/supervisor in consultation with individual staff. A copy of the current appraisal form is explained in the induction process. Appraisals are to enable both the staff member and the YMCA of Sydney achieve their goals.

## **PRESENTATION AND MANNER**

As a representative of the YMCA of Sydney, it is expected that you will act in a pleasant and courteous manner whenever you are on duty. All dealings with members and users of the facility must be handled in a strictly professional manner.

## **MEETINGS**

Meetings will be held with all staff on a regular basis. It is expected that staff make themselves available for meetings even when not on duty.

## **OWNERSHIP OF YMCA PROGRAM AND ACTIVITIES**

It is necessary for you to acknowledge that all information and rights in relation to programs or activities of the YMCA either created by yourself whilst an employee of the YMCA or created by any other employee at any time, or created by other persons for the YMCA at any time, are confidential to the YMCA and remain the property of the YMCA. During the course of your employment with the YMCA or at any time afterwards, you are not able to make use of any of those programs or activities for your own personal benefit or for the personal benefit of other persons without first obtaining the prior written permission of the Chief Executive Officer of the YMCA of Sydney. The YMCA of Sydney reserves the right to modify any program to suit future requirements.

## **ADDITIONAL EMPLOYMENT**

All full time employees, who wish to offer their services to another company, or who wish to manage/open their own business while being employed with the YMCA, must obtain written permission from the Centre Manager/Human Resources Manager, prior to accepting/starting such business.

Casual employees who wish to manage/open their own business while being employed with the YMCA, must obtain written permission from the Centre Manager/human Resources manager, prior to starting such a business.