



1. POLICY STATEMENT

- (a) The Celtic Club Incorporated is committed to providing an environment where all workers, clients, customers and other external parties:
- are treated with dignity, courtesy and respect, and
 - can work without distress or interference caused by harassment, discrimination, bullying or any other inappropriate workplace behaviour.
- (b) The organisation does not accept inappropriate workplace behaviour of, or by, any of its workers, suppliers or clients/ customers.
- (c) Inappropriate workplace behaviour or conduct will not be tolerated under any circumstance.
- (d) The code of conduct provides guidelines for all workers' behaviour and conduct in the workplace and at all times at the organisation. All workers will comply with the code of conduct.
- (e) The code of conduct provides explicit explanation of the appropriate and acceptable behaviours when working at the organisation.

2. TO WHOM DOES THIS POLICY APPLY?

- (a) This policy applies to all workers. For the purposes of this policy, "workers" shall include:
- every employee;
 - contractors/sub-contractors and any of their employees whilst engaged on work for the Employer;
 - consultants or consultants' employees whilst on the Employer's work;
 - volunteers and unpaid workers; and
 - agents whilst acting on behalf of the Employer.



5. CODE OF CONDUCT

(a) Media Enquiries

All media inquiries are to be dealt with by **CEO**.

(b) Intellectual Property

Each worker is responsible for protecting the intellectual property rights of the organisation by complying with organisation's policies and procedures from time to time for the protection of these rights.

Whilst working for The Celtic Club Inc., all intellectual property that is related to the affairs of the organisation, including patents, copyrights, inventions, programs and documentation generated by a worker will become the property of The Celtic Club Inc. or its nominees.

(c) Listed below are some of the violations or events that can result in disciplinary action up to and including summary termination of employment or cessation of services for any other worker; however this list should not be considered all inclusive:

- removing or misplacing company property or equipment, records, or company documentation without prior approval;
- any violation of any Celtic Club policies or procedures, including any violation of the Company's anti-discrimination or equal opportunity policies;
- falsification or misrepresentation of qualifications or experience whilst applying for employment at the Celtic Club Inc.;
- destroying or damaging any Celtic Club property;
- failure to follow the rules and responsibilities as outlined by management or your immediate supervisor;
- consumption of alcohol or any controlled substance during work hours (see our *At Risk Behaviour (Substance Misuse) Policy and Procedure*);
- misrepresentation of the prime directive as outlined in the company Mission Statement;
- consistent absence from work without proper cause and documentation;
- consistent lateness without proper cause or documentation.
- non-adherence to the Celtic Club Incorporated Smoke Free Environment (also a legal requirement)



6. BREACH OF CODE OF CONDUCT POLICY

- (a) A breach of the above obligations will entitle the Celtic Club Inc. to:
- (i) Take disciplinary action against any employee up to and including summary dismissal in accordance with the Disciplinary Policy and Procedure.
 - (ii) Terminate the engagement of any other worker to cease to provide services to the Celtic Club Incorporated.

7. DOCUMENTS REFERRED TO IN THIS POLICY

- *At Risk Behaviour (Substance Misuse) Policy and Procedure*
- *Confidentiality Policy and Procedure*
- *Disciplinary Policy and Procedure*

8. REVISION OF POLICY

- (a) This policy will be reviewed every three years. Special reviews will be undertaken where there are substantial changes in legislative provisions.