

WA Youth Jazz Orchestra

Code of Conduct

The development of a set of common values for WAYJO is fundamental to the Code of Conduct. These values form the overarching principles of the Code that also includes statements reflecting acceptable behaviours in the workplace.

The Code applies to all persons employed (Full time, part time, band members and volunteers) in WAYJO.

All persons employed (Full time, part time, band members and volunteers) in WAYJO have access to a copy of the Code of Conduct at commencement of a relationship with WAYJO.

Employees who have queries regarding the Code are to contact their bandleader or the General Manager.

Our Code of Conduct

WAYJO's Code of Conduct identifies the values that we collectively hold as fundamental in our work and describes how these values translate into action. We are all responsible for our conduct in the workplace. We aim to encourage each other to uphold the principles and responsibilities outlined in our Code of Conduct and ensure that our behaviour is above reproach and able to withstand public scrutiny.

Who does the Code apply to?

The Code applies to all persons employed (Full time, part time, band members and volunteers) in WAYJO.

Our responsibilities under the Code

We are all responsible for ensuring that our behaviour reflects the standards of conduct embodied in the Code. The GM and Board have a responsibility to support employees in achieving these goals, by leading by example and assisting employees to understand the Code. The GM & Board also have a duty to investigate and act accordingly where allegations of breaches of the Code of Conduct are raised.

We act with care and diligence and make decisions that are fair, honest, impartial and timely and consider all relevant information.

We treat people with respect, courtesy and sensitivity and recognize their interests, rights safety and welfare.

Our Values

Respect for each other, our clients and the community by preserving individual dignity and supporting the right of everyone to make choices.

Integrity by providing quality training and education for the common good and having honest dealings and communication with other people.

Teamwork by valuing the contribution of the team, working safely and cooperatively and communicating effectively with the team.

Leadership in communicating WAYJO's vision, taking responsibility for our actions and decisions and displaying trust in our colleagues.

These values underpin our commitment to demonstrate:

Responsible Care in protecting and managing with care and diligence the human, natural and financial resources of WAYJO.

Respect for people in being honest and treating people courteously and considerately, so that their dignity is maintained and their rights are upheld.

- WAYJO will not tolerate any form of bullying, harassment or discrimination and incidents are to be reported should this occur. Full confidentiality is assured.
- WAYJO will act to resolve issues, grievance and concerns effectively, fairly and promptly.

Ethical behaviour means being honest, showing integrity and upholding the laws of the organisation and land. We will:

- Behave in an ethical manner at all times and not act in any way that brings WAYJO into disrepute.
- Ensure that the use of equipment, facilities and resources is only for the purposes for which they are intended.
- Not comment or provide information to the media without proper authorization.
- Protect and manage the intellectual property developed in, or used by WAYJO.

Breaches of the Code

The Code is not intended to and must not be used to intimidate or threaten employees.

It is the responsibility of each employee (Full time, part time, band members and volunteers) in WAYJO to disclose suspected improper, unethical or unlawful behaviour. Disciplinary action will be taken against any employee who attempts to intimidate, coerce or take reprisal against an employee who has disclosed suspected, improper, unlawful or unethical behaviour.

All allegations of breaches of the Code will be forwarded in the first instance to the Board / General Manager.

Decisions must be fair, transparent and consistent in response to an allegation of a breach of the Code and the action to be taken. In determining the action to be taken, the nature and seriousness of the breach will be considered.

Consequences of a breach include:

- Informal or formal counselling
- Performance management processes
- Disciplinary action
- Referral to police (in cases of suspected criminal offence).

If You Have a Query or need to talk

Feel free to contact your band representative, Music Director, General Manager or any member of the Board. Directors or other employees should contact the Board.