



**Members Management & Staff  
Behaviour Policy & Code of Ethics  
Star-Mites Gym Sports Pty Ltd - SMCAD**

Policy Name: Behaviour Policy & Code of Ethics  
Original Date of Issue: August 2004  
Policy Coverage: Behavioural Beliefs & General Expectations  
Controlling Body: Star-Mites Gym Sports Pty Ltd – SMCAD - Directors

**STATEMENT OF COMMITMENT**

Star-Mites Gym Sports Pty Ltd - SMCAD expectations about the way in which we work are based on the following principles.

**DEFINITION**

**COOPERATION**

We place strong emphasis and value on cooperation, productivity and job satisfaction is far greater for all if we communicate and work together at all times.

**COURTESY**

All employees are expected to be polite, courteous and considerate to others at all times.

**INTEGRITY**

Our organisation is based on stress Honesty Trust and Respect. This applies to the individual and their property. This is the basis of good citizenship.

**APPLICATION OF POLICY**

**BEHAVIOURAL BELIEFS: We believe that**

- All people must be responsible at all times for their own behaviour
- All behaviours has consequences
- Behaviour occurs as a result of personal choice and decision
- A partnership between parents, athletes, management and staff is necessary for the development of responsible behaviour

**GENERAL EXPECTATIONS: We believe that responsible behaviour involves**

- Being punctual
- Being courteous to others and treating them with respect
- Following all policies and procedures set by Star-Mites Gym Sports management

**ROLES & RESPONSIBILITIES**

This section specifies the roles and responsibilities of all parties involved in Star-Mites Pty Ltd - SMCAD activities Management.

- Insure that our Behaviour Policy is implemented
- Provide appropriate induction to staff and volunteers on acceptable behaviour as outlined in this policy

**Management, Staff & Volunteers**

- Ensure that our Behaviour Policy is implemented
- Alert Senior Management to any breaches to our policy
- Abide by the regulations as set down by this policy

## **POLICY BREACHES AND CONSEQUENCES**

### **May result in disciplinary action being taken**

Star-Mites Gym Sports Pty Ltd - SMCD reserve the right to suspend or remove any persons for breach of these rules or unsafe behaviour in accordance with the Club's Behaviour Management Policy and Members Protection Policy.

## **CONFIDENTIALITY**

The club's administration responsibilities for implementing this policy will keep confidential any matters pertaining to this policy as required by law and Star-Mites Gym Sports – SMCD work place agreement.

## **REPORTING**

Communication between all levels is integral for the effective and efficient running of the club. Key representatives are required to report on activities with regard to management staff & members behaviour

Key representatives: Branch managers, Sports coordinators

Report to: CEO

When: Quarterly Staff Meetings

## **ADDITIONS AND CHANGES TO POLICY**

Recommended changes to this policy may be submitted to Star-Mites Gym Sports Pty Ltd – SMCD Company Director for consideration at any time. Should changes be accepted, the policy will be updated, dated and circulated to all relevant stakeholders.

Star-Mites Gym Sports Pty Ltd – SMCD is committed to ensuring all policies are up-to-date and reflect current times, therefore reviews are undertaken annually. The next review date is

Detailed ( footer)

Signed: Gail Melinger  
Director Star-Mites Gym sport Pty Ltd -

21<sup>st</sup> January 2019