



RED FILES

Code of Conduct

Policy Statement and Purpose

Red Files is committed to developing a culture which seeks to ensure that you perform and behave in a manner consistent with our purposes. This Code of Conduct outlines the standards to which all Red Files workplace participants including staff, board members, and volunteers must comply. It is designed to help you understand your responsibilities and obligations and provide guidance if you are faced with an ethical dilemma or conflict of interest in your work. If further clarification is required, support should be sought from your supervisor.

Implementation

The board are to ensure that this Code of Conduct is brought to the attention of all workplace participants through an induction process. Workplace participants are expected to observe the contents of this Code as part of their conditions of employment. Workplace participants who have wilfully breached the Code or related Red Files Policies may be subject to disciplinary action as outlined in the Red Files Constitution.

Red Files requires a professional standard of behaviour from workplace participants which requires that they:

Will:	Will not:
<p>Working With Others</p> <ul style="list-style-type: none">• Uphold the Red Files mission and values.• Represent workplace participants and Red Files in a professional, appropriate and positive manner at all times	<p>Working With Others</p> <ul style="list-style-type: none">• Provide false or misleading information in response to a request for information that is made for official purposes in connection with Red Files employment.• Disregard Red Files policies and procedures when carrying out work duties.

<ul style="list-style-type: none"> • Be responsive and courteous when communicating and dealing with staff and clients of Red Files. • Treat everyone with respect and courtesy and work as a professional team member of Red Files. • Provide merit-based recruitment, selection and promotion of staff with the Red Files Affirmative Action Policy. • Protect the privacy of others and maintain appropriate confidentiality regarding personal matters and Red Files material. • Actively consider the health and safety of all workplace participants and clients when carrying out work duties. • Provide an inclusive service, and work environment where individuals feel accepted and safe. • Commit to equity irrespective of occupation, sex work sector, lawfulness of sex work sector, cultural or linguistic background, sexual orientation and gender identity, intersex status (LGBTI+), religion or spiritual beliefs, socio-economic status, gender, age, or abilities. 	<ul style="list-style-type: none"> • Engage in harassment or discriminate on grounds of occupation, age, breastfeeding, carer status, disability/impairment, gender identity, industrial activity, sexual activity, marital status, parental status, physical features, political belief or activity, pregnancy, race, religious belief or activity, sex, sexual orientation and personal association with someone or someone who has, or is assumed to have, one of these characteristics. • Engage in bullying, threatening or intimidating behaviour towards others. • Engage in violent or abusive behaviour towards others in the workplace.
<p>Working With Integrity</p> <ul style="list-style-type: none"> • Be honest, impartial and conscientious when carrying out work duties. • Declare any potential conflicts of interest between your private, personal and/or financial interests and Red Files responsibilities. • Seeking approval to use Red Files resources for outside work purposes. • Report any instances of fraud/corrupt conduct or unethical behaviour to the board 	<ul style="list-style-type: none"> • Accept personal payment for any initiative/activity undertaken on behalf of Red files or which utilises Red Files resources. • Claim others' work as your own. • Falsify Red Files records, reports and documents. • Encourage or facilitate any illegal activity. • Encourage or facilitate a sex worker to engage in acts of vigilantism against someone they feel as wronged them.

<p>Working With Diligence</p> <ul style="list-style-type: none"> • Seek to achieve high standards in work performance and community service. • Comply with conduct requirements stipulated in policies, agreements, awards and professional associations. • Familiarise yourself with the basic sex work laws/regulations across Australia. 	<ul style="list-style-type: none"> • Undertake tasks for which you not trained, qualified or employed to complete. • Act in an irresponsible and disruptive manner towards others. • Allow alcohol or drugs to affect your work performance at Red Files.
<p>Working With Red Files Resources</p> <ul style="list-style-type: none"> • Ensure that any Red Files resources are managed effectively, efficiently, and used for legitimate work-related purposes. • Maintaining adequate security over Red Files information and secure resources against theft or misuse. 	<ul style="list-style-type: none"> • Wilfully waste, lose or mistreat Red Files property and resources. • Use resources in a manner that may harm the sex worker community. • Make public comment on behalf of Red Files without written permission from the Board.