

CDT Code of Conduct



CDT Board members, staff, teachers, volunteers and students (as applicable) shall:

1. Carry out their responsibilities in a lawful manner and to the extent possible, ensure the organisation carries out its business in accordance with the law.
2. Act honestly and in good faith at all times in the interests of CDT, ensuring that all persons involved in CDT activities are treated fairly according to their rights.
3. Engage with persons involved in CDT activities, including external stakeholders, in a professional and courteous manner which enhances the reputation of CDT.
4. Refrain from harassing, intimidating or abusing anyone involved in CDT activities.
5. Comply with policies and procedures approved by the CDT Board.
6. Comply with the prescribed terms and conditions of their employment/engagement.
7. Perform their duties as best they can, taking into account their skills, experience, qualifications and position.
8. Be punctual and reliable in their attendance and, where applicable, adhere to their prescribed and authorised hours of duty.
9. Limit their use of CDT's IT system to work related purposes and not transmit, store or file any offensive material on CDT's IT system, including pornographic, sexist, racist or other material that could reasonably be considered offensive.
10. Respect and safeguard CDT property and facilities.
11. Handle cash and other valuables (such as dance cards) with appropriate respect, recognising that individuals may be personally liable for losses.
12. Ensure confidential information accessed from working at CDT is stored securely and not accessed, shared or used for any purpose other than that for which it was collected.
13. Ensure personal business and financial interests do not conflict with CDT roles and responsibilities.
14. Avoid using a position in CDT to seek or solicit personal gifts or benefits from external organisations or individuals.
15. Avoid engaging with suppliers of goods or services to CDT where a staff member or volunteer has a relationship, financial or otherwise, with the supplier that could be seen as unfairly influencing purchasing decisions.
16. Conduct duties in a safe manner that does not endanger anyone involved in CDT activities, including off-site activities.
17. For teachers and their managers, endeavour to comply with the Ausdance *Code of Ethics for Dance Teachers* at: <http://ausdance.org.au/articles/details/code-of-ethics-for-dance-teachers>.