

The Code of Ethics for the MY Services

This position will uphold the following ethics:

- In the course of employment with the organization, not to accept money, gifts or services, other than minor incidental items,. The interpretation of 'minor incidental items' shall be the responsibility of the Coordinator.
- Not to disclose or use confidential information other than for authorised purposes.
- Not to speak in public or to the press commenting on any issue before the Management Committee or in relation to Al-nisa' without the express approval of the Management Committee either given in a particular instance or according to guidelines previously given.
- Not to engage in other employment or contract, which may have a direct or indirect conflict of interest with the organisation's activities or may detrimentally affect performance.
- To be impartial in actions and advice in reporting to the Steering Committee and Management Committee.
- To ensure that all relationships and contact with clients is professional and will not in any way negatively impact on the client or the organisation's reputation.

Occupational Health & Safety

Contribute to the effectiveness of the organisation's Health & Safety Program by:

- Complying with all statutes, regulations and prescribed procedures.
- Following safe work practices, instructions and rules to prevent accidents to self and others; and
- Maintaining own work area and program location in a clean and tidy state.