

OPEN PLACE

Support Service for Forgotten Australians

Code of Conduct

Everyone who comes to Open Place venues and events (including social support groups, activity groups, courses, using the computers and dropping in) will be treated with **RESPECT** and have a right to feel **SAFE**.

This means service users, staff, volunteers and visitors will:

- Be **TOLERANT** and **SUPPORTIVE** of others.
- Be aware of and respect others' **DIFFERENCES, FEELINGS** and **OPINIONS**.
- **LISTEN** while others are talking, take turns speaking and not disrupt group discussion.
- **PROTECT** the privacy of all who attend or meet through an Open Place event or activity. This includes asking **PERMISSION** before passing on contact details (e.g. phone numbers, email addresses etc) to a third party.
- Behave in a **NON-VIOLENT** and **NON-THREATENING** way towards other people in speech and behaviour.
- Not take photographs at events without the **PERMISSION** of an Open Place staff member and the **CONSENT** of those being photographed.
- **TURN OFF** your mobile phone during meetings and events at Open Place and refrain from using your mobile phone as a camera or listening device.
- If feeling upset during an activity, **TAKE A BREAK** in another room or outside, with the support of someone else if you wish.