



## **Home For Good, Singapore Ltd**

### **Code of Conduct Policy**

#### **Introduction**

Home For Good, Singapore Ltd (HFG-SG) is an IPC-registered charity dedicated to creating a safe and supportive environment for all our members, including foster parents, volunteers, board and staff members, the children and young people in our care, and other service providers.

This Code of Conduct Policy outlines the expected standards of behaviour for everyone involved in our organisation. It provides clear guidance on how to report concerns about misconduct or unethical behaviour. By adhering to this policy, we ensure that all individuals are treated with respect, dignity, and fairness.

#### **Code of Conduct Policy**

##### **Expectations of Behaviour**

###### **1. Respect:**

Treat all individuals with respect and dignity, regardless of race, gender, age, disability, sexual orientation, religion, or any other personal characteristic.

###### **2. Integrity:**

Demonstrate honesty, fairness, and transparency in all actions and decisions.

###### **3. Professionalism:**

Maintain high standards of professionalism, adhering to all relevant policies, procedures, and legal requirements. Avoid any behaviour that could be perceived as inappropriate, unethical, or unprofessional.

###### **4. Confidentiality:**

Safeguard the confidentiality of member information. Do not share personal or sensitive data unless required by law or on a need-to-know basis.

###### **5. Safety:**



Prioritise the safety and well-being of all members. Take reasonable steps to prevent harm, and act immediately if you witness or suspect abuse or neglect.

## **6. Compliance with Singapore Laws and Guidelines:**

All members must comply with applicable laws, regulations, and guidelines.

- Foster Parents (approved under the Ministry of Social and Family Development, MSF) must also comply with the Undertaking by Foster Parents, which includes:
  - Meeting the foster child's physical and emotional needs
  - Ensuring a safe and supportive home environment
  - Cooperating fully with MSF officers
  - Attending mandatory training
  - Allowing authorised visits to the foster child and the home
  - Notifying MSF of changes in family circumstances
  - Reporting events that may affect caregiving abilities

## **Code of Conduct for Volunteers**

### **7. Respect for Diversity:**

Respect the diverse backgrounds of children and families. Discrimination based on race, ethnicity, gender, sexual orientation, religion, age, or any other characteristic will not be tolerated. Volunteers must respect cultural and religious beliefs and refrain from imposing personal beliefs or engaging in religious or cultural conversion.

### **8. Confidentiality:**

Respect the privacy of children and families. Do not take or share photos or information without explicit permission from the child's legal guardian. Disclosure of confidential information is permitted only when required by law or when there is an imminent risk of harm.

### **9. Boundaries:**

Maintain appropriate and professional boundaries. Romantic or sexual relationships with children or family members are strictly prohibited. Avoid activities or interactions that could be misinterpreted or cause discomfort.

### **10. Professionalism:**



Conduct yourself with professionalism in all interactions.

- Do not consume alcohol, drugs, or tobacco during volunteer activities
- Do not use corporal punishment or verbal abuse
- Avoid giving gifts or money directly to foster children

#### **11. Safety:**

Take every reasonable precaution to protect the safety and well-being of children and families. Report any concerns or suspicions of abuse or neglect to the relevant authorities promptly.

#### **12. Training and Development:**

Commit to ongoing learning and development. Seek training opportunities to improve your ability to work effectively with children and families.

#### **13. Accountability:**

Volunteers are responsible for their actions and decisions. Be open to feedback and ready to address any mistakes. Adhere to all guidelines provided by HFG-SG and other relevant stakeholders, including procedures for reporting harm, abuse, or misconduct.

*This policy replaces all previous versions of the Code of Conduct and related policies.*

**Revised: 7 April 2025**

**Approved by the Board: 19 April 2025**