**SHARED ACCOMMODATION**

**CODE OF CONDUCT**

Shared accommodation is offered as part of the employee’s employment and as such <enter farm name> policies and procedures which relate to bullying, harassment including sexual harassment, discipline and work health and safety apply to this agreement.

This Code of Conduct sets out the employer’s expectations for the shared accommodation.

1. Treat others who share the accommodation with respect and be mindful of how your living habits may impact other people living in the accommodation (eg music/TV/noise too loud in private room/or shared space if others have gone to bed).
2. When a new employee starts living in the house, meet as a group and decide what is acceptable in terms of living habits – everyone is then aware and can be mindful of what has been agreed. (the house rules)
3. If someone is not acting within the house rules, respectfully raise the matter and where possible work it out amicably.
4. Clean up immediately when using the shared facilities (kitchen, toilet, bathroom, lounge/dining areas).
5. Undertake house/garden work on a weekly basis as has been agreed by others living in the house (ie., vacuuming/dusting/mowing/pruning of the shared living space). This may be on a rotating roster, or as agreed to and deemed fair by all the employees living in the house.
6. Purchase your own food and have allocated space assigned for your goods in the shared space.
7. Where shared items are required (eg cleaning products, sponges, garbage bags) the purchase of these items is to be undertaken as part of the roster. A separate receipt for these items is to be obtained and each employee living in the premises is to pay the person who purchased the items, their equal share of the cost.
8. Do not touch, take or use another person’s goods unless permission has been given.
9. Do not enter into another person’s private space (eg bedroom) without the express permission of that person.
10. Be fully clothed when outside of your private space (eg bedroom/bathroom).
11. Visitors are permitted but may not stay overnight.
12. Parties are not permitted, unless all employees living in the house and the employer have provided consent (on a case by case basis)

A breach of this Shared Accommodation Code of Conduct must be notified to the employer as soon as is practical.

The employer will investigate promptly and disciplinary action including termination of the Shared Accommodation Agreement may follow.

**Signed by the employee**

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**Signed by the employee**

**……………………………………….**

**Dated**

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