

Code of Conduct Policy

Aims of the Policy

As a leading community based organisation, Djerriwarrh Community & Education Services (Djerriwarrh) is a role model for others in the community. All interactions of Djerriwarrh employees, both internally and externally of the organisation, determine the ability of the organisation to achieve its mission, vision and strategic goals. It is through our behaviour that we communicate our expectations of each other to the wider community.

In order for Djerriwarrh to continue to be successful, it is important that all employees conduct themselves with integrity and professionalism as defined in this code of conduct.

The Code of Conduct Policy sets out the expectations for personal and professional behaviour of staff whilst at work or at work functions. It aims to clarify for all staff the conduct expected in the performance of duties, and the consequences of not behaving in an appropriate manner, thereby ensuring an environment that all employees feel proud and comfortable to be a part of.

Users of this Policy

The code sets out the standards of conduct that all Djerriwarrh Community & Education Services employees, contractors, volunteers and consultants working with Djerriwarrh, must meet.

Using this Policy

Djerriwarrh's Code of Conduct Policy should be strictly adhered to at all times when any Djerriwarrh employee, contractor or volunteer is engaged in any work or work related activity. Djerriwarrh expects all contractors and consultants to behave in a manner that reflects the Code of Conduct.

Overview

Djerriwarrh is committed to work with staff to meet the highest possible professional standards of an incorporated organisation and charity. It is expected that when in contact with any stakeholder, Djerriwarrh staff will treat others in a courteous, respectful, professional and friendly manner.

When representing and working at Djerriwarrh, staff will abide by Djerriwarrh's Core Organisational Values:

Caring

We aim to provide and maintain a safe and welcoming environment to support the needs of individuals attending Djerriwarrh.

Inclusive

We put participants first and help them to feel valued.

We treat others in the workplace fairly and with respect, and do not harass, victimise or discriminate against team members, participants or others through our actions, words, work practices or the provision of services on the grounds of sex, sexuality, transgender status, race, colour, ethnic or ethno-religious background, descent or national identity, marital status,

disability, pregnancy, age, educational achievement, political conviction or religious belief, carers' responsibilities or other grounds covered by relevant legislation.

Adaptable

We respond to individual and community needs in a professional and flexible way.

We strive to understand and respond to the needs of our students, young people, members of the community and other stakeholders.

Respectful

We treat all people fairly and equally regardless of role or individual differences.

We do not act in a manner that may cause offence to others.

We behave in a manner that upholds the good reputation of the organisation.

Accountable

We are responsible and accountable for our decisions and actions.

We are fair and honest and do not use intimidating or misleading practices or false information.

We do not place ourselves in situations in which our private interests could conflict directly or indirectly with our obligations to the organisation's interests.

We do not act in ways which may cause others to question our loyalty to the organisation.

We respect and abide by the laws that govern us and will not engage in any conduct which could breach laws.

We promote and represent Djerriwarrh services to all stakeholders in an ethical manner.

We meet requirements of funding sources.

Non Compliance

Any Djerriwarrh employee, contractor, consultant or volunteer behaving contrary to the standards outlined in this policy may be subject to disciplinary action including dismissal of service.

Definitions

Contractor for the purpose of this policy refers to any person contracted by Djerriwarrh to deliver a service directly to participants and/or working alongside Djerriwarrh employees.

Consultant for the purpose of this policy is any person delivering a service directly to Djerriwarrh employees or Board.

Associated Policies	PO 001 Access and Equity PO 003 Sexual Harassment PO 004 Workplace Health and Safety PO 046 Workplace Anti Bullying PO 083 Child Safe Code of Conduct Policy
Associated Procedures	PR 004a Staff Safety Procedure
Other associated documents Internal	FO 295 Child Safe Incident Report Form
Relevant Legislation	The Racial Discrimination Act 1975 The Sex Discrimination Act 1984 The Disability Discrimination Act 1992 The Equal Opportunity Act 2010 The Charter of Human Rights and Responsibilities Act 2006 The Disability Act 2006 Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 Children, Youth and Families Act 2005
Other associated documents External	