

Staff Code of Conduct

Purpose and Scope

This code of conduct applies to all staff and volunteers at The Centre. This code of conduct is to support staff and volunteers uphold The Centre's values of:

- Respect
- Integrity
- Empower
- Collaboration

The Code of Conduct guides staff on The Centre's expectations in six key areas. All staff must agree and sign this Code of Conduct upon commencement of their employment and annually thereafter (or if there are Child Safe Standards or legislative changes).

1 Code of Conduct

1.1 Respect

As staff we:

1. act honestly, conscientiously, respectfully and in a professional manner at all times.
2. consider our individual responsibilities, The Centre's reputation, and the welfare of our learners, clients, volunteers, and staff.
3. keep communication open and positive with learners, clients and staff.
4. do not engage in discrimination on any grounds. *See definition.*

1.2 Integrity

As staff we:

1. comply with all relevant legislation, policies and procedures that govern the operation of The Centre.
2. comply with all lawful and reasonable employer requests and instructions and to work as directed.
3. report any violations of the law, ethical principles, policies, or this Code of Conduct.
4. are responsible for taking appropriate action and reporting any signs or evidence of malicious or otherwise damaging attacks on our information technology systems and platforms.
5. maintain accountability for tasks we delegate to others.

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1.3 Authority

As staff we:

1. act within the scope of our delegated authority at all times.
2. neither use, nor allow the use of, The Centre property, resources, or funds for other than authorised purposes.
3. incur no liability on the part of The Centre without proper authorization.
4. do not demand, claim, or accept any fee, gratuity, commission or benefit from any person or persons other than The Centre in payment for any matter or thing concerned with our duties and responsibilities, nor to accept any gift favor from any source which could be seen as influencing a business relationship.
5. avoid perceived or real conflicts of interest and report any conflicts of interest to your manager or CEO.

1.4 Collaboration

As staff we:

1. seek to understand each other's roles, skills and abilities, and work responsibilities to work together collaboratively across the organisation.
2. work collaboratively to improve partnerships and services with The Centre and the community.
3. support the development of systems and processes and provide opportunities that encourage collaboration to deliver seamless services across The Centre.
4. solve problems, issues, and grievances as per appropriate procedures.

1.5 Quality

As staff we:

1. provide a high-quality service to internal and external clients at all times.
2. support The Centre's compliance and quality frameworks through our engagement in The Centre's established systems and processes.
3. actively seek support to ensure we meet our legal, ethical, registration, funding, and contractual requirements.
4. strive for excellence in everything we do.

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1.6 Child Safe

As staff we:

1. adhere to The Centre's Child Safe Policy at all times and upholding The Centre's Statement of Commitment to child safety.
2. take all reasonable steps to protect children from abuse or harm.
3. Listen and respond to the views and concerns of children, particularly if they are telling us that they or another child has been abused and/or are worried about their safety or the safety of another.
4. promote the cultural safety, participation, and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
5. promote the cultural safety, participation, and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
6. promoting the safety, participation, and empowerment of children with a disability (for example, during personal care activities)
7. report any allegations of child abuse to police in the first instance then reporting internally as required by The Centre's Child Safe Policy and Procedure requirements.

As Staff we will not:

1. develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
2. exhibit behaviours with children that may be construed as unnecessarily physical (for example, giving a child a massage)
3. put children at risk of abuse or harm (for example, allowing a child to carry out a task where there is a significant risk of potential injury)
4. do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
5. engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
6. use inappropriate language in the presence of children.
7. express personal views on culture, race or sexuality in the presence of children
8. discriminate against any child, including because of culture, race, ethnicity, gender identity or disability.
9. have deliberate contact with a child or their family outside of our organisation without our Child Safety Officer's or relevant managers knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street,

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during a community/ sporting event or a social event where a child's family is also invited are all appropriate.

10. have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters)
11. ignore or disregard any suspected or disclosed child abuse.

2 Breaches of the Code of Conduct

- 2.1 A breach occurs when a staff member violates this Code of Conduct. Such breaches may result in disciplinary actions including termination of employment in accordance with the HR013-2 Underperformance and Misconduct procedure and related procedure.
- 2.2 Serious misconduct is behaviour that is deliberate and undermines the contractual relationship between staff and the employer, and/or threatens the wellbeing of the organisation, or its staff and clients.
- 2.3 All allegations of Misconduct or breaches of this code of conduct are investigated applying the principles of procedural fairness

Definitions

Discrimination

Unlawful discrimination means treating a person less favourably because of a personal attribute they have which is covered by equal opportunity laws. Under Victorian equal opportunity laws, discrimination based on the following attributes is unlawful: sex, race, disability, gender identity, sexual orientation, lawful sexual activity age, pregnancy, marital status, parental status, breastfeeding in public, carer status, religious belief or activity, political belief or activity, industrial activity, physical features, personal association, irrelevant criminal record.

Harassment

Unlawful harassment is any behaviour which is based on one of the attributes listed above under 'discrimination' and which is unwelcome, and offends, humiliates or intimidates the person being harassed. The fact that no offence was intended does not mean that the harassment is not unlawful. The most common form of harassment is sexual harassment. Examples of sexual harassment include: unwanted touching; indecent or sexual assault; sexual propositions; nude pin-ups and posters; obscene telephone calls; persistent requests for outings or dates; leering or staring; wolf whistling; offensive or obscene language; downloading and circulation of pornographic material and crude jokes

Reasonable

Not expecting or demanding more than is possible or achievable.

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Intoxicated

An employee is taken to be intoxicated if the employee's judgement and ability to carry out their normal duties is impaired by reason of the employee being under the influence of intoxicating liquor or a drug (except a drug administered by, or taken in accordance with the directions of, a person lawfully authorised to administer the drug)

Staff

For the purpose of this Code of Conduct, staff refers to permanent, full-time or part-time employees, casual employees, volunteers (e.g. Board of Governance members) tutors and Contractors.

Workplace

Any of the buildings or structures operated by The Centre or any other place a client is receiving a component of their learning experience.

Serious Misconduct

Serious misconduct involves an employee deliberately behaving in a way that is inconsistent with continuing their employment. Examples include: causing serious and imminent risk to the health and safety of another person or to the reputation or profits of their employer's business, theft, fraud, assault, sexual harassment or refusing to carry out a lawful and reasonable instruction that is part of the job. Source:

<https://www.fairwork.gov.au/taxonomy/term/452>

Version Control

Procedure Operative From	08/2017	Date and Current Version	V6.0 02/2023
Responsible Officer	CEO	Document Approved By	Leadership

References

Children, Youth and Families Act 2005	Child Wellbeing and Safety Amendment (Child Safe Standards Compliance and Enforcement) Bill 2021
Crimes Act 1958	Fair Work Act 2009 (Cth)
Occupational Health and Safety Act 2004	

Related Policy

HR 001-1 Human Resources Policy	HR 002-1 Equal opportunity and Anti-Discrimination policy
OPS 009-1 Social Media Policy	OPS 019-1 IT Acceptable Usage Policy

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OPS 013-1 Prohibited Items Policy	OPS 005-1 Information Privacy and Data Security Policy
OPS 012-1 OHS Policy	HR 006-1 Child Safety and Wellbeing Policy
	HR 003-1 Anti-Harassment and Bullying Policy

Related Procedures

Reporting suspected Child Abuse Procedure	HR 013-2 Underperformance and Misconduct Procedure
HR 011-2 Recruitment of Staff Procedure	

Related Document, Forms or Guidelines

Child Abuse fact sheet	Child Safe Standards
Incident Report Template – Child Safe	

Employee Declaration:

I have read and understood my obligations under The Centre’s Child Safe Policy and this code of conduct.

I have read and understood that it is an offence to fail to report child abuse when a reasonable belief has been formed that the child is at risk of harm.

I have undertaken mandatory training regarding my obligations under the Child Safe legislation.

By signing this document, I agree to adhere to this policy and the requirements of this Code of Conduct:

Name: _____

Position: _____

Signature: _____

Date: _____