

Code of Conduct Policy

Applies to:	All Intereach employees, both paid and unpaid, and Family Day Care educators.				
Definitions:	Refer to Schedule of Definitions: <i>employees</i>				
Version:	5	Date approved:	December 2017	Next review date:	December 2019

1. Policy Statement

The Intereach values underpin all organisational relationships and reflect the minimum acceptable standards of performance and behaviour for employees and Family Day Care educators. We reflect these values by:

- upholding the United Nations Charter of Human Rights;
- treating colleagues, participants and community members with dignity and respect and in accordance with anti-discrimination legislation;
- acting with honesty, integrity, professionalism and in good faith;
- taking all reasonable steps to protect children from abuse and ensure their safety;
- acting in the interests of the organisation as a whole and avoiding any actions, or inactions, that may compromise Intereach interests or objectives;
- using Intereach resources lawfully, efficiently and only as authorised;
- maintaining the security of confidential and/or sensitive Intereach information;
- avoiding any actual or potential conflict between the obligations owed to Intereach and personal interests or other duties;
- following Intereach policy and procedure, and;
- acting in a manner consistent with community and Intereach standards and in compliance with relevant laws and legislation.

2. Objective

The objective of this policy is to give guidance as to the expected behaviours of employees and Family Day Care educators. The Code of Conduct is not exhaustive and expected behaviours are not limited to those detailed above.

3. Responsibilities

It is the responsibility of the managers and nominated supervisors to:

- communicate this policy to employees, people receiving services and Family Day Care educators, where relevant;
- take action where a breach of the policy is identified in accordance with *the Disciplinary and Dismissal Policy*;
- assume a leadership role in observing and promoting the behaviours and standards of conduct as outlined in this policy; and
- ensure that no one is victimised as a result of reporting a breach or suspected breach of this policy.

It is the responsibility of employees and Family Day Care educators to:

- sign an acceptance of the Code of Conduct as a condition of employment or registration;
- act at all times in the interests of Intereach;
- raise any concerns about behaviours and standards of conduct with their manager or nominated supervisor;
- report any suspected breaches of this policy to their immediate manager or nominated supervisor;
- familiarise themselves with the legislation and statutory documents that apply to their role with children, families and other employees or educators, where relevant; and
- regularly reflect upon their own practice to ensure they comply with this policy.

4. Guidelines

- A *Code of Conduct Statement* based on the policy statement of this policy will be displayed in all Intereach offices.
- The *Intereach Core Competency Framework* supports the *Code of Conduct Policy*.
- Breaches of the *Code of Conduct Policy* will be dealt with in accordance with the *Intereach Disciplinary and Dismissal Policy*.
- Intereach education and care services must also follow the Early Childhood Australia Code of Ethics, please refer to the *Code of Conduct: ECA Code of Ethics Brochure*.

4.1. Gifts

Employees can receive gifts to the value \$50 or less (not cash) and should notify their manager of any gifts received. Gifts to the value of \$50 or more should be graciously declined.

Gifts can be given to employees, purchased by the CEO at their discretion or by employees using private funds, upon the death of an immediate family member (parent, child, spouse or de facto partner (including same sex partner) and siblings) or when an employee is leaving the organisation.

5. Policy context: this policy relates to:	
5.1. Standards or other external requirements	Australian Children's Education and Care Quality Authority 2011 National Quality Standards Quality Standard 4.2.1
5.2. Legislation or other requirements	Anti-discrimination Act 1977 (NSW) Education and Care Services National Regulation 2011 CI 168 Education and Care Services National Act 2010 Equal Employment Opportunity Act 1987(Cth) Freedom of Information Act 1982 (Cth) Privacy Act 1988 (Cth) Aged Care Act 1997 Disability Services Act 1986
5.3. Internal documents	Disciplinary and Dismissal Policy Human Rights Policy Privacy Policy Intereach Core Competency Framework Code of Conduct Statement Code of Conduct: ECA Code of Ethics Brochure

6. Document control			
Version	Date approved	Approved by	Next review date
1	Sept 2009	Maz McCalman	Sept 2012
2	Feb 2013	CEO and Stakeholder Policy Review Group	Feb 2016
3	November 2014	Intereach Board	Nov 2017
4	December 2016	Combined Leadership	December 2019
5	December 2017	Leadership (minor change)	December 2019