

HR Professional Ethics and Conduct

Purpose and Scope:

The purpose of this policy is to apply a code of professional ethics to the workplace which is consistent with the mission, values, and objectives of the Tailem Bend Community Centre Incorporated (TBCC) and with best practice in the industry.

This policy is to be used in conjunction with the Code of Conduct.

Procedures

Dealing with people

When dealing with one another, board of management, staff, volunteers, contractors, members, consumers and service users, external stakeholders and other agency representatives, staff/volunteers members will be respectful, honest and courteous. Staff/volunteer members will give accurate information and prompt attention and observe fairness and equity in their dealings with others.

Working with consumers/service users

When interacting or working with people using the services of TBCC staff/volunteers will:

- always treat service users with respect, and be mindful of their rights to privacy and confidentiality
- always show respect for people's cultural or religious sensitivities or requirements, and ensure the responsiveness of the service to their particular needs and circumstances
- ensure that service users are provided with, and understand, all information relevant to their situation, options available to them and conditions of use for the service
- ensure they have access to independent advocacy or support, if they require, in making any decisions
- be aware of personal boundaries and never enter into a sexual relationship with a service user
- not accept money or other gifts - in the event of a consumer directed gift details must be disclosed to TBCC CEO, Chairman or Staff.

Standards in the workplace

All staff members are required to:

- attend work in the times agreed with TBCC CEO notify TBCC CEO and other stakeholders of their absences, report and account for all leave taken, record attendance and obtain approval before changing their work times
- comply with the requirements of their Job Descriptions and agreed work plans, paying appropriate attention to quality and detail in their work
- provide accurate and honest information to TBCC CEO about work completed and challenges experienced in completing work
- follow instructions that are reasonable and lawful and within their capability and training
- report any suspected corrupt or fraudulent practices of others. Any staff member making a report will be protected from reprisal in line with the TBCC Privacy and Confidentiality Policy and Procedures.
- observe the requirements for conditions of employment and safety as described in TBCC Workplace Health and Safety Policy
- perform their duties unaffected by alcohol or the use of drugs other than those prescribed for them by a medical practitioner
- maintain a harmonious, co-operative and productive workplace, respectful of diversity
- ensure they do not use their position to exert inappropriate influence over others

Work participation

Staff members will:

- share a commitment to the values and objectives of TBCC

- work within priorities identified by the Board of Management Committee and TBCC CEO
- actively participate in planning and consultative processes where appropriate and contribute to the development of the organisation
- use the specified communication channels for reporting and direction
- provide and receive constructive feedback and criticism

Teamwork

Staff members will:

- work together towards agreed work objectives and goals, and communicate regularly with one another about progress
- work together to look for ways to improve work methods and to solve workplace and service related problems
- give support and guidance to each other, ensure appropriate training and development and recognise each other's results and achievements

Use of resources


Staff members will:

- ensure they have the necessary delegation to authorise expenditure or make use of organisational resources
- only use organisational materials, facilities, funds, people and equipment for authorised purposes and take responsible steps to prevent misuse by others
- conserve and efficiently use resources through recycling, energy saving and waste minimisation

Information

Staff members will:

- observe the organisation's policies regarding privacy and confidentiality when disclosing sensitive or confidential information, and provide access to information when required by law or to assist other staff in their duties
- not misuse information obtained at work either for financial reward or gain, or for taking advantage of another person
- observe the organisation's policies regarding information management and follow specified practices in the collection, storage and disposal of files and other records

Date first formulated	April 2022	
Dates approved by Board	V1	April 2022
Next Review Date	April 2025	
Related Documents	<p>Human Resources Professional Development and Training Policy Human Resources Harassment and Bullying Policy Human Resources Performance and Misconduct Policy Risk Management Policy (Child Safe) Statement of Commitment to the Safety and Wellbeing of Children Child safe and Young Person Risk Policy Child safe and Young Person Wellbeing Policy Feedback and complaints policy Code of Conduct TBCC Strategic Plan</p>	
Standards	<p>Legal Services Commission National Employment Standards Unions Australia Human Rights Commission Equal Opportunity Commission Children and Young People (Safety) Regulations 2017 (SA) National Principles for Child Safe Organisations Child safe environments Rights of every child Department Human Service DHS Critical Client Incidents Policy Coronial Overview of child protection legislation across state and territory jurisdictions Australian Institute of Family Studies Information Sharing Guidelines Unicef – know your rights and responsibilities Children’s rights and responsibilities flyer Department Human Services DHS Critical Incidents Gender diverse, intersex and sexually diverse children and young people Code of Ethics</p>	
Legislation	<p>Work Health and Safety Act Work Health and Safety Regulations 2012 Codes of Practice Safework SA Return to Work SA Aged Care Quality and Safety Commission Act 2018 Aged Care Act 1997 Competition and Consumer Act 2010 Associations Incorporation Act 2009 Sex and Age Discrimination Legislation Amendment Act 2011 Woman Working Centre Australian Human Rights Commission Act 1986 Children’s Protection Act 1993 (SA) Fair Work Act 2009 Volunteers Protection Act 2001 (SA) Family Law Act 1975 Equal Opportunity Act 1984 Children and Young People (Safety) Act 2017 Commonwealth Privacy Act 1988 State Records Act 1997 Guardianship and Administration Act 1993 Australian Human Rights Commission Act 1986 (Federal) Crimes Act 1914 (Federal) Fairwork Act 2009 Federal Law Fair work Act 1994 State Law</p>	
<p>Signed on behalf of TBCC Board of Management by: Name: Jack Hunt</p> <p>Position held: Chairperson</p> <p>Signature: </p> <p>6 April 2022</p>		