

Professional Ethics & Code of Conduct Policy

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Policy Ref

QA0005

Policy

Professional Ethics & Code of Conduct

POLICY STATEMENT

Yellowbird Wellbeing is committed to ensuring that all workers act ethically, responsibly and in the best interests of the organisation.

Yellowbird Wellbeing is committed to ensuring that individual interests that conflict with the interests of the organisation are identified and managed so that they do not affect the services, activities or decisions of the organisation.

All workers are required to notify the organisation when other interests and/or commitments conflict with the best interests of the organisation. Declaration and management of conflicts of interest are specifically required for Executive and Leadership members and all workers.

PROCEDURES

All workers will sign an agreement to adhere to the Code of Ethics and Conduct on joining the organisation.

The Code of Ethics and Conduct requires Yellowbird Wellbeing personnel to commit to:

- Honesty and integrity:
 - act honestly at all times
 - be transparent when making decisions or giving advice
 - ensure all actions can withstand scrutiny
- Respect and courtesy
 - act fairly and equitably
 - respect others, their values and their rights
 - respect privacy and confidentiality
 - create an environment that is free of discrimination, harassment or victimisation.

Standards of work

All individuals will perform their duties as best they can and at the highest level of professional conduct. They will be accountable for their work and their interactions with others.

- Accountability:
 - work within the goals and objectives of the organisation
 - follow the rules, policies and procedures of the organisation
 - act within the law
 - undertake all duties in a diligent manner
 - not act in a way that brings them or the organisation into disrepute
- Personal behaviours:
 - work cooperatively as a member of the team
 - support colleagues and treat everyone with respect and courtesy

- discuss ethical concerns with colleagues and managers
- project a positive image of the organisation
- not be absent from duties without an appropriate reason
- maintain confidentiality

Conflict of interest

Yellowbird Wellbeing is committed to ensuring that individual interests that conflict with the interests of the organisation are identified and managed so that they do not affect the services, activities or decisions of the organisation. This is addressed in the organisations Conflicts of Interest Policy.

This policy requires that all workers:

- act impartially and without prejudice
- declare any potential or actual conflict of interest
- do not accept gifts or benefits that would influence a decision

Confidentiality and privacy

All workers must respect and keep confidential internal matters of the organisation, and respect the privacy of others. Detailed guidance on these issues is in Yellowbird Wellbeing policies on Privacy.

Use of resources

Resources include physical, financial and technological resources as well as intellectual property. Yellowbird Wellbeing personnel must:

- recognise the resources that belong to the organisation
- use all work resources efficiently and only for appropriate purposes
- respect and safeguard the resources

Harassment and bullying

Harassment and bullying are unacceptable and contrary to ethical behaviour. Additionally, harassment on the basis of a person's sex, race, ethno religious background, age, pregnancy, marital status, disability, transgender (transsexuality) or sexuality breaches anti-discrimination and human rights law.

Harassment in the workplace can take many forms. It can be obvious or subtle, direct or indirect. It includes:

- sexual or suggestive remarks or gestures
- displaying or circulating sexually suggestive, offensive or degrading/insulting material on walls, computer screen savers, E-mail
- making fun of someone, imitating someone's accent, spreading rumours, unwelcome practical jokes
- obscene or unsolicited telephone calls, letters, faxes or E-mail messages
- invasion of personal space, unnecessary physical contact
- continually ignoring or dismissing someone's contribution.
- pushing, shoving or jostling or assault
- threats, insults, name calling, inappropriate language
- creating a hostile feeling or environment without any direct attacks being made on a person

Complaints concerning harassment or bullying should be actioned according to the Grievance Procedure.

Reporting unethical behaviour

If a person believes that the behaviour of any worker is unethical they must report it to line manager or Executive Director.

Unethical behaviour is defined as:

- workplace behaviour that is contrary to these procedures
- workplace behaviour that violates any law, or is corrupt conduct or misconduct
- mismanagement of resources or fraudulent behaviour
- behaviour that creates a danger to public health, safety or the environment.

Policy context: This policy relates to	
Standards or other external requirements	Disability Services Standards
Legislation or other requirements	Anti-Discrimination Act 1977 (NSW) (including 'Carers Responsibilities' Amendment, March 2001) Commonwealth: Racial Discrimination Act 1975, Sex Discrimination Act 1984, Human Rights and Equal Opportunity Commission Act 1987, Disability Discrimination Act 1992 and Age Discrimination Act 2004, Equal Opportunity for Women in the Workplace Act 1999 The Protected Disclosures Act 1994
Contractual obligations	[insert any contractual obligations that apply]

DOCUMENTATION

Documents related to this policy	
Related policies	Conflicts of Interest Privacy Complaints Use of Equipment
Forms, record keeping or other organisational documents	[List related organisational documents or records]