

1. Introduction

Our values underpin the way we work, they define how we do what we do. The wayss Code of Conduct outlines how we put our values into practice.

2. Scope

This Code of Conduct applies to wayss Board, team members (including temporary or casual team members), contractors, students, and volunteers.

3. Policy

When working at wayss and representing wayss, all team members will be guided by the wayss values, strategic plan, this Code, wayss policies and any related documents.

3.1 Child Protection

All board members, team members and volunteers of wayss are required to observe child safe principles and expectations for appropriate behaviour by adults towards and in the company of children, as noted below.

This means that each of us will:

- adhere to wayss' Child Safety and Wellbeing policy at all times/upholding wayss' Statement of Commitment to child safety at all times.
- taking all reasonable steps to protect children from abuse.
- listen and respond to the views and concerns of children, particularly if they have stated that they or another child have been abused and/or are worried about their safety or the safety of another child.
- treat everyone with dignity and respect.
- promote the cultural safety, participation and empowerment of Aboriginal children.
- promote the cultural safety, participation and empowerment of children with culturally. and/or linguistically diverse backgrounds.
- promote the safety, participation and empowerment of children with a disability.
- model appropriate adult behaviour in an open and transparent way.
- respect the privacy of parents and children by only disclosing personal information when necessary.
- where child abuse is suspected, ensuring that children are safe and protected from harm as quickly as possible.
- report any allegations of child abuse to management and ensuring that any allegation is reported to the Victoria Police or Child Protection.
- understand and comply with all reporting and/or disclosure obligations, including mandatory reporting and reportable conduct.
- encourage children to have a say and participate in all relevant organisational activities where possible, especially on issues that are important to them.

3.2 Board members, team members and volunteers must not:

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- develop any 'special' relationships with children that may be seen as favouritism or amount to 'grooming' behaviour including through the provision of gifts or inappropriate attention.
- exhibit behaviours or engage in activities with children that may be construed as unnecessarily physical.
- put children at risk of abuse.
- do things of a personal nature that a child can do for themselves such as toileting or changing clothes.
- engage in open discussions of a mature or adult nature in the presence of children.
- use inappropriate language in the presence of children.
- express personal views on cultures, race or sexuality in the presence of children.
- discriminate against any child, including on the basis of age, gender, sexuality, race, cultural or disability.
- have any contact (including online or via telephone) with a child or their family outside of our organisation without the knowledge and/or consent of wayss' management.
- ignore or disregard any concerns, suspicions or disclosures of child abuse.
- **If you believe a child is at immediate risk of abuse, you will phone 000.**

3.3 Conduct and Ethics

This means that each of us will:

- create and maintain a safe and healthy work environment that is free from bullying, harassment, victimisation, and unlawful discrimination.
- foster an environment that is safe for children.
- recognise and respect the diversity of team members and clients from culturally and linguistically diverse backgrounds, abilities, diverse sexualities, intersex status, and gender identity.
- use wayss facilities and resources efficiently and carefully, with consciousness of social and environmental impacts.
- act with professionalism, care and due diligence when at work or conducting ourselves in connection with the workplace.
- maintain a collaborative and cooperative approach to working with others.
- act within delegated authority and wayss policies and procedures.

At wayss we have the highest regard for professional, compassionate, and informed practice. This means that each of us will:

- adhere to the highest ethical standards in our practices, always maintaining appropriate and professional relationships with clients and other external parties including wayss funding agencies.
- actively engage in learning and remain open to dialogue and the sharing of ideas and practices with others.
- make public comment in connection with wayss only if we are authorised.

At wayss we conduct ourselves with integrity and commit to upholding the reputation of wayss and the wayss community. This means that each of us will:

- act honestly and professionally in all work-related matters
- act within legal boundaries and declare any personal conflicts of interest and criminal convictions
- never attend work under the influence of alcohol or illegal drugs
- follow reasonable directions from our managers or supervisors and exercise wayss' core values

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of respect, compassion and kindness in both professional and personal conduct.

3.4 Dress Code

Team Members must ensure that their attire does not present a safety concern and is in accordance with relevant policies and procedures.

Clothing is to be respectful and appropriate, whilst supportive of the cultural diversity of our workforce and communities. Clothing should be appropriate for the activity undertaken and minimise the risk of injury to the team members and others including children.

3.5 Personal Grooming and Hygiene

Team members are expected to be groomed in a manner consistent with the job performed, workplace health and safety standards and in a manner that will not be offensive to a reasonable person. Team members are to be clean, tidy and maintain a good standard of personal hygiene.

3.6 General Guidelines

3.6.1 Clothing

Clothing is to be:

- neat and clean.
- not too tight, short or ill fitting.
- appropriate for modesty and sun protection.
- conducive and appropriate to the team member's role/work being undertaken and to allow for safe manual handling if required.
- if an employee is required to formally represent wayss publicly, clothing suitable to the event is to be worn.
- wayss can request team members to return home and change if their attire is considered inappropriate, where practicable.

3.6.2 Footwear

Shoes are to be well presented, in good condition and appropriate for the role/work being undertaken.

When working or visiting a service, shoes worn should:

- have flat or moderate heels.
- have non-slip soles.
- be close toed.

4. Responsibilities

4.1. All team members

All team members have an obligation to know and understand what is required of them when working at wayss. They need to comply with all relevant laws, regulations and policies that apply to their roles, operate professionally and ethically and consistent with wayss values.

4.2. People leaders

People leaders are responsible for communicating and role modelling the behaviours that reinforce

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our Code of Conduct. This means making sure that all activities undertaken on behalf of wayss are consistent with wayss' values. It also means giving feedback or advice when behaviours are inconsistent with the Code of Conduct.

4.3. Executive

Executive team members are responsible for communication, monitoring and compliance with this Code of Conduct within their area. They are also accountable for taking appropriate action if someone breaches any part of our Code of Conduct.

5. Compliance

Any breaches of this Code of Conduct may result in disciplinary action, including termination of employment.

6. Review

wayss will conduct a comprehensive review of this document every two years, aligning with the established policy review schedule. Additionally, revisions may occur sooner in response to legislative changes or feedback about service delivery that could affect the content of this document.

7. Related Policies and Resources

- wayss Policy Framework
- DFFH Standards
- All approved wayss' policies

8. Change History

Date	Version	Summary of changes	Authoriser
15/12/2020	V1.0	Initial Draft	Board
18/10/2022	V2.0	Review content	Board
27/11/2023	V.3.0	Addition of dress code	