

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, staff (including temporary or casual staff), contractors, students, and volunteers.

3. Policy

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

3.1 Child Protection

All board members, staff 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
- listening and responding 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
- treating everyone with dignity and respect
- promoting the cultural safety, participation and empowerment of Aboriginal children
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of children with a disability
- modelling appropriate adult behaviour in an open and transparent way
- respecting 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
- reporting any allegations of child abuse to management and ensuring that any allegation is reported to the Victoria Police or Child Protection
- understanding and complying with all reporting and/or disclosure obligations, including mandatory reporting and reportable conduct
- encouraging 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, staff and volunteers must not:

- develop any 'special' relationships with children that may be seen as favouritism or amount to

Code of Conduct

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

Code of Conduct

4. Responsibilities

4.1. All staff

All staff 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. Managers and coordinators

Managers and coordinators are responsible for communicating and role modelling the behaviours that reinforce 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

This policy will be reviewed every two years or sooner if required.

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