

WCS Code of Conduct

Purpose

The Code of Conduct provides the standards for the way we work, behave and perform at WCS. Its purpose is to safeguard the rights and interests of all employees and service users and ensure that our decisions, actions and professional conduct reflect the vision and values of WCS.

Scope

The Code of Conduct applies to anyone who works for WCS including part-time, full-time, casual and fixed term employees, volunteers, student placements and any others who have been engaged to provide services for or on behalf of WCS, such as contractors and consultants.

The Code applies whenever you are representing WCS or are identified as an employee, contractor, volunteer or consultant of WCS.

This may include times when you are outside your working hours, for example, work functions, work activities or when you are in the community representing WCS.

Policy

Employees are expected to observe the Code of Conduct as a condition of their employment.

No matter what your role is, or which location you work in, you are expected to:

- demonstrate honesty, integrity, quality and trust in everything you do
- lead by example, positively influencing others and recognising those around you who also demonstrate these values and associated behaviours
- report immediately any instances where you believe these values are threatened or have been compromised.

How do I know if my conduct complies with the Code of Conduct?

The Code of Conduct provides basic guidance and minimum expectations regarding your conduct.

In everything you do, you are expected to consider the impact of your actions and act upon your best judgement to maintain WCS's and your own reputation, or ask for clarification from your manager, a Director or a People and Culture (Human Resources) representative if you are unsure.

What will happen if I breach the Code of Conduct?

If you do not comply with the principles or the spirit of the Code of Conduct or any of WCS's policies and procedures, it will be considered a breach and may require investigation.

Breaches of the Code of Conduct or any other policies and procedures may result in disciplinary action, ranging from a verbal warning through to termination of your employment for serious breaches.

Serious breaches include, for example:

- serious instances of harassment, sexual harassment, discrimination or bullying
- assault
- serious safety breaches
- theft or serious misuse of WCS resources
- actions resulting in serious damage to WCS property and/or reputation
- serious breach of WCS's policies, procedures or the law.

Upholding the Code

On the commencement of employment, all employees are required to sign the Code of Conduct Agreement (attached) to acknowledge that they have read, understood, and agree to abide by, the Code of Conduct.

Responding to allegations of breaches of the Code of Conduct

In the event that a manager receives a report of a potential breach of the Code of Conduct in relation to one of their team members, the manager is responsible for immediately taking action to investigate and manage the situation.

They must:

- refer to the Managing Alleged Misconduct Procedure for information
- consult with P&C before commencing the process.

See attached page for Code of Conduct and Agreement form.

Policy review

This policy will be reviewed as required and changes will be communicated to all staff.

Service Line Service Area	Corporate Support People and Culture	Version	1.1
Process owner	Manager People and Culture	Date of issue	Jan 2018
Approved by	Sharon Flanigan	Scheduled review date	Jan 2019

Modification history

Version	Author	Description of changes	Approved by/date

The Code of Conduct

Woden Community Service's (WCS') Code of Conduct requires that employees, in the course of their

employment, must:

1. **Behave** honestly and with integrity.
2. **Act** with care and diligence.
3. **Treat everyone** with respect and courtesy, and without discrimination, bullying, intimidation or harassment.
4. **Comply** with all applicable Australian laws and WCS's policies, guidelines and procedures.
5. **Comply** with any lawful and reasonable direction given by someone in WCS who has authority to give the direction.
6. **Respect** and **maintain** appropriate confidentiality and privacy of employees, service users, and others who have relationships with WCS.
7. **Disclose**, and take reasonable steps to avoid, any conflict of interest (real or apparent) relating to your employment or the interests of WCS.
8. **Use** WCS's resources in a proper manner and only for their intended purpose.
9. **Maintain** appropriate behaviour on social media, and not refer to WCS in any manner that may damage its reputation.
10. **Not** provide false or misleading information in any situation.
11. **Not** make improper use of inside information, or of your duties, status, power or authority, to gain or seek to gain a personal benefit or advantage.
12. **Always** behave in a way that upholds WCS's vision, purpose, values and behaviours, goals, integrity and good reputation.
13. **Report** suspected breaches of the Code of Conduct immediately or as soon as possible.

Agreement

As a person engaged by Woden Community Service (WCS), I have read, understood, and agree to abide by, this Code of Conduct.

Name: _____ **Signature:** _____ **Date:** _____