

Code of Conduct and Ethical Behaviour Policy

Policy number	2	Version	2.0
Drafted by	Michael Finn, Josephine Stewart	Approved by Management Committee on	12/11/2024
Responsible person	Anne Mackay	Scheduled review date	12/11/2025

Introduction:

A Code of Conduct is a set of rules that outline acceptable behaviors and actions expected of employees within an organisation focusing on workplace behaviour and may include areas such as discrimination, harassment, and conflicts of interest.

A Code of Ethics is a set of guidelines that establish ethical principles and standards of behavior that govern the conduct of a particular profession or group.

Purpose:

This policy is designed to provide guidelines that will allow the Radiance Network South West Inc (“Radiance”) to guide ethical conduct as relates to the activities of employees, volunteers, ordinary members and members of the governing management committee.

Policy:

Radiance commits itself to operating in accordance with an ethical code of conduct policy drawn up through agreed procedures following consultation with members, clients, employees, volunteers, and stakeholders.

This policy is set of guidelines that is intended to be consistent and compliant with all relevant governing statutes and legislation that are in effect and apply to the activities of Radiance.

Radiance focus - applicable to everyone:

As Radiance works with a range of vulnerable community members, both adults and children, it is imperative that everyone involved supports the organisation in:

- actively preventing the abuse and or neglect of consumers.
- actively preventing the abuse and or neglect of families and carers consistent with their service model and legislative obligations.
- actively preventing the exploitation of consumers and, where relevant, their families and carers.
- actively preventing discrimination against consumers and where relevant, their families and carers.
- respecting and protecting the dignity of consumers, their families and carers.

- ensuring the cultural safety of everyone, including, but not limited to, Aboriginal and Torres Strait Islander people, people born overseas, people with disability, or different cultural backgrounds, ethnicities, lived experiences, gender identities, sexual orientations or religions.
- acting upon allegations and incidents of violence, abuse, neglect, exploitation or discrimination and supporting and assisting each affected consumer.
- reporting back to consumers, families and carers about the outcomes of actions taken regarding allegations and incidents.

Application:

All employees, volunteers, ordinary members and members of the management committee shall:

- in all business conducted under the guidance of Radiance, place the interests of the organisation over their own interests of those of any other person or persons.
- carry out enthusiastically and competently the duties assigned to the position.
- devote to their duties the amount of time required to carry them out thoroughly and effectively.
- enthusiastically and competently carry out the duties specified by their contract of employment.
- not so act as to bring the organisation or its mission into disrepute.
- observe the provisions of the Constitution, policies, and rules of the organisation, including any policies on conflict of interest.
- provide the necessary documentation to be active in a Management Committee role (such as a valid National Police Clearance and/or Working With Children Check).
- treat the other members of the organisation, and the staff of the organisation, and the office-bearers of the organisation, and the clients of the organisation, with respect.
- undertake any training necessary for the performance of their duties.
- in any work carried out for the organisation, follow the directions of their designated supervisors.

Responsibilities:

- The Radiance management committee shall be responsible for carrying out the process of developing a Code of Conduct and Ethical Behaviour Policy for the organisation.
- The Radiance Manager shall be responsible for disseminating the Code of Conduct and Ethical Behaviour Policy within the organisation and ensuring its observance.
- The Radiance Manager shall report back to the management committee where instances of breaches of this Code have been identified.
- The Radiance management committee, in consultation with the Radiance Manager, shall be responsible for investigating breaches of Code of Conduct and Ethical Behaviour Policy and for determining appropriate actions arising from this.



I agree to abide by this Code of Conduct and Ethical Behaviour Policy during my employment with Radiance.

I understand that breaches of this Code of Conduct and Ethical Behaviour Policy may lead to disciplinary action or termination of my employment with Radiance.

.....
Signature

.....
Full Name

.....
Date