



# JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

<b>St 6q</b>	<b>CODE OF ETHICS AND CONDUCT</b>
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<b>Applies to:</b> All staff, Board/Management Committee members and volunteers
<b>Specific responsibility:</b>

<b>Version:</b> 1
<b>Date approved:</b> 9 Sept 2014

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	NDIS Practice 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	National Disability Insurance Agency

## POLICY STATEMENT

Jumbunna is committed to ensuring that all staff, volunteers, and Management Committee members act ethically, responsibly and in the best interests of the organisation.

Jumbunna 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 Management Committee members, staff, volunteers, and contractors 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 Management Committee members and all staff.

## PROCEDURES

All staff, volunteers and Management Committee members will sign an agreement to adhere to the Code of Ethics and Conduct on joining the organisation.

The Code of Ethics and Conduct requires Jumbunna personnel to commit to:

### Jumbunna Values

- 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**

Jumbunna 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 staff, volunteers and Management Committee members are required to:

- 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 staff, volunteers and Management Committee members must respect and keep confidential internal matters of the organisation and respect the privacy of others.

Detailed guidance on these issues is in the Jumbunna Confidentiality Policy.

## **Use of resources**

Resources include physical, financial, and technological resources as well as intellectual property. Jumbunna 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 Jumbunna Complaints and Feedback Policy.

## **Reporting unethical behaviour**

If a person believes that the behaviour of any staff member, volunteer or Management Committee member is unethical they must report it to General Manager.

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.

## DOCUMENTATION

Documents related to this policy	
Related policies	ECEC Staff Code of Conduct Confidentiality Complaints and Feedback
Forms, record keeping or other organisational documents	

Policy Name:	Code of Ethics & Conduct	Policy Number:	
Date Approved:	24 August 2023	Approved By:	Board of Management
Date Issued:	31 August 2023	Review Date:	30 June 2025
Version 1.5	This version of the policy was approved 24 August 2023 and replaces the version approved 28 July 2022.		

