

## CODE OF ETHICAL PRACTICE POLICY

### Policy Summary

The purpose of this Policy is to promote professional, inclusive, safe, supportive and productive work practices and activities at Glenroy Neighbourhood Learning Centre (GNLC).

This Policy states GNLC's core values that are expected of all Staff, Committee of Management (CoM), Volunteers and Centre users, and outlines the consequences of engaging in behaviour that is not acceptable.

All staff, CoM, Volunteers and Centre Users are expected to sign the Code of Ethical Practice before they begin their employment, duties or participate in activities at GNLC.

### Scope

This Policy applies to all Staff and Committee of Management (CoM) members, Volunteers, trainees and Centre Users. Centre Users should strike out any items that are only applicable to Staff.

This Policy does not apply to Students. Students should reference the Student Charter in the Student Handbook.

### Definitions

**GNLC Centre Users:** Participants of Neighbourhood House activities

**Staff:** Includes all paid and unpaid staff. It includes the Manager, Course Coordinators, Teachers, the Neighbourhood House Coordinator, Administration and Finance Staff, Consultants, Volunteers, Trainees and members of the Committee of Management.

**Students:** A person enrolled at GNLC in a course leading to a certificate or award.

**Young Person:** a person who is currently under 18 years of age whether or not enrolled as a student. The plural of 'young person' in this Procedure is 'young people'

### Policy statement

GNLC is committed to principles of fairness, diversity and transparency. It aims to employ high calibre staff who are committed to providing a quality experience for Students and Centre Users.

GNLC expects Centre Users to abide its values of respect, inclusion, and safety for all participants.

GNLC is committed to providing an inclusive, respectful, professional and safe workplace and community. To achieve this:

- all staff are enabled to perform their job well;
- expectations of Staff and Centre Users are clearly defined;
- All Staff and Centre Users are expected to agree to and sign the Code of Ethical Practice.

Expectations of Staff and Centre Users are clearly set out in this and other policies as well as in the Staff Handbook.

## Code of Ethical Practice

All GNLC staff members, CoM members, Volunteers trainees and Centre Users, are expected to comply with:

- a. All relevant State and Commonwealth Legislation;
- b. All GNLC Policies, Procedures, Processes, Guidelines and Protocols;
- c. The specific terms and conditions of your employment /or/ guidelines specific to the activity you undertake at GNLC.

### Part A – Safety of Children and Young People

This section applies to all Staff and Centre Users.

All paid and unpaid Staff, including volunteers and trainees, CoM and Centre Users of Glenroy Neighbourhood Learning Centre (GNLC) are responsible for the safety and wellbeing of children and young people who engage with GNLC. All paid and unpaid staff, CoM, Volunteers, trainees and Centre Users are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

#### I WILL:

- Act in accordance with Glenroy Neighbourhood Learning Centre child safety and wellbeing policies and procedures at all times.
- Behave respectfully, courteously and ethically towards children and their families and towards other staff.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all children in Glenroy Neighbourhood Learning Centre.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- Contribute, where appropriate, to Glenroy Neighbourhood Learning Centre policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by Glenroy Neighbourhood Learning Centre risk assessment and management policy or process.

- Respond to any concerns or complaints of child harm or abuse promptly and in line with Glenroy Neighbourhood Learning Centre policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by Glenroy Neighbourhood Learning Centre policy and procedure on internal and external reporting.
- Comply with Glenroy Neighbourhood Learning Centre protocols on communicating with children.
- Comply with Glenroy Neighbourhood Learning Centre policies and procedures on record keeping and information sharing.

#### **I WILL NOT:**

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to physically, sexually or emotionally harm a child.
- Unlawfully discriminate against any child or their family members.
- Be alone with a child unnecessarily.
- Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to Glenroy Neighbourhood Learning Centre activities.
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by Glenroy Neighbourhood Learning Centre policy and procedure on reporting.
- Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material.
- Work with children while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse.

## **Part B – Respect**

This section applies to all Staff and Centre Users.

When working with others and while engaged in work-related activities, you must treat Students, Staff, GNLC Centre Users and members of the Community with respect.

When participating in Neighbourhood House activities, you are expected to treat other Centre Users, GNLC Staff and Students with respect.

#### **I WILL:**

- Have due regard for the rights and dignity of others at all times.
- Be courteous, honest and fair when dealing with others and when making decisions impacting others.
- Treat all people equitably, irrespective of gender, sexual orientation, race, disability, religion, marital status, age, political conviction or other attributes as protected by law. This includes Children, Young People and Adults.
- Use appropriate language at all times.

If you are a staff member of GNLC, you are expected to use respectful language towards others in any communications related to your employment or GNLC, including conversations on social media.

This requirement exists regardless of:

- Whether or not the communication took place within working hours;
- Whether or not the communication took place on GNLC premises or using GNLC equipment or networks.

**To uphold Part B (Respect), in person, or via any other form:**

**I WILL NOT:**

- Act contrary to the Child Safe Standards obligations of the Centre
- Bully others;
- Sexually harass or assault others;
- Behave in discriminatory ways with respect to attributes protected by law, including but not limited to race, gender, sexual orientation, cultural background, disability and parental status;
- Commit or threaten acts of violence;
- Act aggressively or in an intimidating manner to others;
- Speak loudly or aggressively to others;
- Victimise others;
- Vilify anyone;
- Stalk, or assist another person to stalk, anyone;
- Make a false claim of any of these behaviours against another person.
- Include religious teaching in the programs conducted at GNLC. This does not preclude the teaching about religion, or hiring of premises to a religious group.

## **Part C – Professionalism**

This section applies to all Staff.

You are expected to conduct yourself professionally at all times in your role at GNLC.

**I WILL:**

- Adhere to the Child Safe Standards obligations of the Centre
- Dress in attire appropriate to your work at all times;
- Observe appropriate hygiene and personal presentation standards to facilitate comfort and safety
- Attend work punctually in line with the requirements of your role
- Carry out your duties with diligence and competence;
- Attend staff meetings as requested by your manager;
- Complete any formal staff training or professional development in a timely manner;
- Seek out your own professional development to maintain currency and competency for your role.
- Follow any reasonable direction given to you by your manager with respect to your work;
- Maintain a professional relationship with all students, including any contact through endorsed GNLC Social Media accounts.

- Protect the privacy of others and maintain appropriate confidentiality regarding personal and commercial matters;

**To uphold Part C (Professionalism),**

**I WILL NOT:**

- Act contrary to the Child Safe Standards obligations of the Centre
- Make statements on social media or other forums, in which you claim to speak on behalf of GNLC, or could be construed as you speaking on behalf of GNLC, unless it is your job to do so or you are authorised to do so;
- Fail to notify your manager of your inability to attend work or complete an assigned work task in a timely manner;
- Inappropriately disclose confidential or private information that you can access as part of your role;
- Fail to notify your manager of any existing or emerging situation that may affect your ability to carry out the inherent requirements of your job e.g. relevant injury or condition, use of a substance or medication etc.
- Engage in any activity that could be construed as exploitative of Students or Centre Users for personal or other gain.
- Form personal relationships or socialise with students, with the exception of GNLC organised and endorsed social functions.
- Initiate requests or accept invitations on Social Media from students. This applies to all staff and their personal Social Media accounts.

## **Part D – Honesty and Integrity**

This section applies to all Staff and Centre Users

You are expected to behave honestly and with integrity at all times.

**I WILL:**

- Behave ethically and take action to prevent unethical practices;
- Conduct all financial transactions involving GNLC funds with transparency and integrity;
- Report suspected breaches of integrity by others to the Manager or CoM;
- Maintain strict standards of integrity in respect to your own role, including respecting the intellectual property of others;

**To uphold Part D (Honesty and Integrity),**

**I WILL NOT:**

- Make false or misleading statements to GNLC during your recruitment or during the course of your employment, or fail to disclose a relevant matter;
- Accept gifts or favours that may be construed as influencing your decisions on behalf of GNLC;

- Use your position to pursue personal, sexual or financial relationships with other Staff, Students, Centre Users, or members of the Community, or coerce other Staff, Students, Centre Users, or members of the Community into personal, sexual or financial relationships;
- Defraud, or attempt to defraud, GNLC in any way;
- Induce or attempt to induce another employee to perform work in competition with GNLC or to act in a manner contrary to employment obligations;
- Solicit the business or service of a student in competition with GNLC.

## Part E– Managing Conflict of Interest

This section applies to all Staff

You must take reasonable steps to avoid actual, potential or perceived conflict of interest and to act in the best interests of GNLC.

### I WILL:

- Perform your duties in the best interests of GNLC’s mission and objectives;
- Disclose actual or potential conflict of interest and withdraw yourself immediately from the situation giving rise to the conflict;
- Declare all commercial, personal and familial relationships that may constitute an actual or potential conflict of interest.

### To uphold Part E (Managing Conflict of Interest):

### I WILL NOT:

- Solicit or accept outside work within your area of professional expertise for which GNLC employs you without declaring this to the Manager;
- Directly or Indirectly use GNLC funds, resources to benefit a third party without prior written authority from the CoM;
- Manage, assess the performance of, supervise, or directly teach a person with whom you have, or have had, a close personal or familial relationship (including a sexual relationship) unless you have declared the connection and received permission from the Manager to do so,

## Part F – Using GNLC Resources

This section applies to all Staff and Centre Users

### I WILL:

- Use all GNLC resources, including IT resources, appropriately and avoid waste where possible.
- Safeguard, properly use, protect and care for GNLC resources at all times.

- Use GNLC facilities and resources, including IT resources for occasional reasonable personal use. You are responsible for exercising good judgement regarding reasonable personal use with guidance from your manager.

### **To uphold Part F – Using GNLC Resources,**

#### **I WILL NOT:**

- Use any GNLC owned or managed resources to engage in any activity that is illegal under State, Federal or International law.
- Use any GNLC owned or managed resource for the purpose of creating, accessing or transmitting or otherwise dealing with content that may reasonably be regarded as objectionable, obscene or offensive, or in a manner which is contrary to other GNLC policies or which may otherwise expose GNLC to legal liability.
- Use any GNLC network or IT equipment to breach copyright or intellectual property rights of others, including the viewing, downloading or installing of pirated material or applications that are not licensed for use by GNLC.
- Use GNLC IT facilities and services for your own private gain, unless you have been given specific permission by the Manager to do so.

### **Part G – Intellectual Property**

This section applies to all Staff

#### **I WILL:**

- Respect the Intellectual Property of others.
- Contribute to the development of new resources, Quality Documents, teaching materials and other documents in line with their position description, as a staff member of GNLC.
- Respect that all materials developed remain the Intellectual Property of GNLC.

### **Part H – Health and Safety**

This section applies to all Staff and Centre Users.

#### **I WILL :**

- Comply with occupational health and safety legislation and GNLC health and safety policies and procedures.
- Ensure, as far as reasonably practicable, that best practice occupational health and safety process is adopted in all GNLC activities;
- Take care not to put yourself and others in the GNLC community at risk through unsafe practices or inappropriate behavior;
- Take appropriate steps to reduce and mitigate hazards;
- Report any near hazards that may create a health and safety risk to the Coordinator or Manager;
- Report any accidents or near misses as soon as possible to prevent harm and injury to others;

- Inform the Coordinator or Manager of any injury or health issues that may affect your ability to carry out the inherent requirements of your job, if you are a GNLC staff member.

**I WILL NOT:**

- Fail to declare a medical condition or immunisation status that may impact on your employment or participation in Neighbourhood house activities;
- Fail to observe any safety protocols that apply to your work area;
- Fail to obey the directions of any designated Wardens in an emergency or emergency drill situation;
- Fail to properly use any Personal Protective Equipment (PPE) issued to you;
- Engage in GNLC activities while impaired by any substance.

**If I think this Code of Conduct has been breached by another person in Glenroy Neighbourhood Learning Centre I will:**

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to my manager/ Chief Executive Officer, Glenroy Neighbourhood Learning Centre Occupational Health and Safety Officer, Child Safety Officer, the or another leader in Glenroy Neighbourhood Learning Centre.
- Follow Glenroy Neighbourhood Learning Centre policies and procedures for receiving and responding to complaints and concerns.
- Comply with Glenroy Neighbourhood Learning Centre policy and procedure on internal and external reporting.



**Agreement to abide by this Code of Ethical Practice**

**For Staff and CoM :**

I agree to abide by this Code of Ethical Practice during my employment / service with Glenroy Neighbourhood Learning Centre.

I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment /continue as a Member of the Committee of Management.

**For Centre Users:**

I agree to abide by this Code of Ethical Practice during my participation in activities at Glenroy Neighbourhood Learning Centre.

I understand that breaches of this Code of Conduct may mean I am no longer able to attend GNLC Neighbourhood house activities.

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date:

## Relevant Policies and Procedures

- Child Safe Standards and Mandatory Reporting Policy
- Child Safe Standards and Mandatory Reporting Procedure
- Child Safety Reporting Guidelines
- Child Safety Reporting Process
- Discrimination, Harassment and Bullying Prevention and Management Policy
- Discrimination, Harassment and Bullying Prevention and Management Procedure
- Sexual Harassment Policy
- Sexual Harassment Procedure
- Equity and inclusion Policy
- Appropriate use of ICT Policy and Procedure

## Legislation and Regulations

Disability Act 2006

Disability Discrimination Act 1992

Equal Opportunity Act (Vic) 2010

Racial Discrimination Act 1975

Racial and Religious Tolerance Act 2001

Sex Discrimination Act 1992

Child Wellbeing and Safety Act 2005, and the Child Safe Standards;

Children, Youth and Families Act 2005

Child Safe Standards 2019

Work Health and Safety Act 2011 (Commonwealth)

Working with Children Act 2005

Occupational Health and Safety Act 2004.

Occupational Health and Safety Regulations 2017.

Privacy and Data Protection Act 2014

Privacy Act 1998

<b>Status</b>	Current
<b>Effective Date</b>	23/620
<b>Review Date</b>	23//6/23
<b>Approval Authority</b>	Committee of Management
<b>Enquiries</b>	9304 3910