

This Employee Code of Conduct outlines the required standards of behaviour and practice by employees in undertaking their role with Enhanced Lifestyles (EL) and Lifestyle Assistance and Accommodation Service (LAAS).

1. The NDIS Code of Conduct

- 1.1 Act with respect for individual rights to freedom of expression, self-determination, and decision-making in accordance with relevant laws and conventions
- 1.2 Respect the privacy of people with disability
- 1.3 Provide supports and services in a safe and competent manner with care and skill
- 1.4 Act with integrity, honesty, and transparency
- 1.5 Promptly take steps to raise and act on concerns about matters that might have an impact on the quality and safety of supports provided to people with disability
- 1.6 Take all reasonable steps to prevent and respond to all forms of violence, exploitation, neglect, and abuse of people with disability
- 1.7 Take all reasonable steps to prevent and respond to sexual misconduct.

2. Personal and professional behaviour

- 2.1 Employees perform any duties associated with their position in a conscientious, competent and honest manner, consistent with the values of EL and LAAS.
- 2.2 Employees treat all others with respect and courtesy, having regard for their dignity and rights.
- 2.3 Employees act fairly and equitably, respecting diversity in the environment which they work in.
- 2.4 Employees prevent and respond to unlawful discrimination against other employee, volunteers, Customers/Clients and stakeholders.
- 2.5 Employees do not engage in bullying, violence, harassment or any other forms of victimisation.
- 2.6 Employees dress and act in public in a professional manner that does not reflect adversely on the organisation or other employees.
- 2.7 Employees' use of social media does not compromise the organisation's reputation and does not include derogatory, shaming or other personal attacks towards or about employees, the governing body, volunteers, Customers/Clients or other stakeholders.

3. Accountability

- 3.1 Employees perform any duties associated with their position in a conscientious, competent and honest manner, consistent with the values of the organisation.
- 3.2 Employees use equipment, facilities and funds for the primary purpose of undertaking organisational duties.
- 3.3 Employees maintain confidentiality of all organisation and personal information obtained during employment and other formal engagement with the organisation and utilise such information for the purposes of carrying out duties, and not for financial or other benefit, or to take advantage of another person or organisation.
- 3.4 Employees maintain organisation and personal records in accordance with legislative and organisational policy requirements
- 3.5 Employees ensure all decisions made in the course of their duties are transparent and align with organisational policy and procedures.
- 3.6 Employees understand and comply with organisation policies and procedures.
- 3.7 Employees are responsible for seeking clarification where needed regarding any part of their employment, including details of this Code of Conduct.
- 3.8 Employees take responsibility for reporting conduct by other employees, governing body members or volunteers which contravenes any law, organisational policy and procedures, or this Code of Conduct.

4. Conflicts of interest

- 4.1 Employees declare and manage any potential, actual or apparent conflicts of interests.
- 4.2 Employees do not accept gifts, benefits or favours that may influence or be reasonably seen to influence decision making.
- 4.3 Employees prevent and respond to nepotism and patronage.
- 4.4 Employees manage conflicts of interest in accordance with organisational conflict of interest policies and procedures.

5. Safe working environment

- 5.1 Employees are to perform their duties in a safe and competent manner in accordance with organisational workplace health and safety policies and procedures, and relevant workplace health and safety legislation.
- 5.2 Employees must take care to not put themselves or others at risk or reduce their ability to carry out their duties through unsafe practices, inappropriate behaviours or the misuse of alcohol or drugs.

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5.3 Employees take action in preventing, identifying and responding to workplace health and safety risks.

Any breach of the code of conduct may result in performance management and or disciplinary action including dismissal.

I, _____ (employee), have read, understand and agree to this organisation Code of Conduct. I commit to the required standards of behaviour and practice as outlined in the Code of Conduct.

 Employee signature

 Date