

## Code of Conduct

### Statement

UnitingCare ReGen (ReGen) is committed to professional and ethical conduct in providing the best possible service to our clients and treatment to each other. Our leadership is committed to ensuring that all employees, including themselves, observe the highest standards of conduct.

### Purpose

ReGen is issuing this policy to ensure that all employees are aware and understand the agency's expectation of employee conduct.

### Scope

The code of conduct applies to all ReGen employees, volunteers, contractors and students.

### Related Legislation, Policies, Procedures and Documents

Code of Ethics

### Policy

The Code of Conduct for ReGen requires that all employees must:

- behave honestly and with integrity
- uphold the values of ReGen
  - Hope – Affirming the possibility of change for all
  - Empowerment – Seeking to enhance people's strengths and enabling people to speak and act for themselves
  - Respect – Accepting all people as they are and acting with compassion, empathy and fairness
  - Social Justice – Supporting the right of all people to be treated equitably and with dignity
  - Integrity – Upholding honesty, openness and responsibility in all our actions
- act with care and diligence in the course of employment
- treat everyone with respect and courtesy, without discrimination, violence, harassment and bullying
- take responsibility to be informed about and comply with all applicable Australian legislation
- comply with the Code of Ethics as set by the Alcohol and Other Drugs Council of Australia (ADCA) (March 2007) if working with clients
- Be responsible for the protection of children and take action according to ReGen's Child Safe Policy when concerns are identified and inform staff of same.
- Not knowingly enter into a relationship (e.g. financial, commercial, personal, intimate) in person or through social media with a current or past client that is outside of a

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professional relationship and that could be perceived as taking advantage of the power imbalance between professional and client.

- Abide by other professional codes of conduct where relevant (e.g. social workers, nurses, etc)
- In the case that someone known to the employee becomes a client of ReGen, for transparency and to protect personal and professional integrity, the employee is required to discuss this matter with the relevant supervisor.
- ensure an appropriate level of 'capacity for work' to carry out duties to a professional and acceptable standard, or take responsibility to discuss capacity of work with the relevant supervisor
- intoxication, drunkenness, the sale, use or possession of alcohol and other drugs on organisational property, during or after working hours, is strictly prohibited
- comply with organisation policies and any lawful and reasonable direction given by the employees supervisor or someone at ReGen who has authority to give direction
- maintain appropriate confidentiality and privacy about the dealings, details and/or personal information of clients, fellow employees and all other persons and bodies associated with the organisation
- use all property in a respectful and proper manner
- not knowingly provide false or misleading information regarding any work related matter during the course of employment
- not make improper use of information gained in the course of employment, duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for the employee or any other person
- Obtain approval from senior management if at any time the employee directly or indirectly has an interest, proprietary or otherwise, which conflicts or might conflict with the responsibilities as an employee.
- be aware ReGen cannot guarantee the safe keeping of personal items
- immediately report any injury, accident, hazard or near miss to the relevant supervisor
- not speak to the media unless authorized to do so
- wear smart casual attire to work. Midriff, singlet or plunging neckline tops, short skirts or non tailored shorts are not considered appropriate.
- Ensure clothing, jewelry and tattoos with messages that could be perceived as offensive are covered during work hours.
- Ensure footwear is work appropriate with a non slip sole and worn at all times.
- Follow additional dress standard requirements relevant to the employees position
- Be punctual and reliable and notify the relevant supervisor of any inability to attend duty as soon as practicable.

All people involved in the care of children on behalf of ReGen will:

- Work towards the achievement of the aims and purposes of the organisation;
- Be responsible for relevant administration of programs and activities in their area;
- Maintain a duty of care towards others involved in these programs and activities;
- Establish and maintain a child-safe environment in the course of their work;
- Be fair, considerate and honest with others;
- Treat children and young people with respect and value their ideas and opinions;
- Act as positive role models in their conduct with children and young people;
- Be professional in their actions;

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- Maintain strict impartiality;
- Comply with specific organisational guidelines on physical contact with children;
- Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know;
- Maintain a child-safe environment for children and young people;
- Operate within the policies and guidelines of ReGen and
- Contact the police if a child is at immediate risk of abuse (telephone 000).

No person shall:

- Shame, humiliate, oppress, belittle or degrade children or young people;
- Unlawfully discriminate against any child;
- Engage in any activity with a child or young person that is likely to physically or emotionally harm them;
- Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
- Be alone with a child or young person unnecessarily and for more than a very short time;
- Develop a 'special' relationship with a specific child or young person for their own needs;
- Show favouritism through the provision of gifts or inappropriate attention;
- Arrange contact, including online contact, with children or young people outside of the organisation's programs and activities;
- Photograph or video a child or young person without the consent of the child and his/her parents or guardians;
- Work with children or young people while under the influence of alcohol or illegal drugs;
- Engage in open discussions of a mature or adult nature in the presence of children;
- Use inappropriate language in the presence of children; or
- Do anything in contravention of the organisation's policies, procedures or this Code of Conduct.

### Breaches

Consequences for breaching ReGen's code of conduct will result in disciplinary action which may include termination of employment or cessation of engagement with the organisation.

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**ACKNOWLEDGEMENT AND DECLARATION**

**Please complete the declaration below and forward this page to Human Resources to place on your employee file.**

**If you have any queries regarding the conditions and application of this policy, please discuss these with your immediate Supervisor.**

I, ..... Acknowledge that I have read and understood ReGen's Code of Conduct.

I understand and acknowledge my obligations and will comply with the Code of Conduct at all times and will report any occurrences against this policy as appropriate.

Signature ..... Date ...../...../.....

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