**AMPEY PTY LTD**  
**STAFF CODE OF CONDUCT DECLARATION**

**Staff Organisational Code of Conduct:**

* Staff must carry out their duties in accordance with their position description and this code of conduct and as directed by management.
* Staff should attend work in a clean and tidy manner, as they are a role model for participants.
* Staff has a duty to report any unethical behaviour or wrongdoing by any other staff.
* Staff should ensure that resources, funds, facilities or equipment entrusted to them, are used effectively and economically in the course of their duties.
* Staff may not use the resources, funds, facilities or equipment for private purposes. Excepting those staff members who have the use organisation equipment as part of their contract of employment. In such cases all conditions relating to their use must be strictly complied with.
* Staff should avoid any financial or other interest that could compromise the performance of their duties.
* It is the responsibility of the staff member to notify their relevant line manager if a perceived conflict of interest arises.
* Staff will respect the rights and privacy of participants in accordance with current standards while recognising their duty of care obligations.
* Staff will ensure that co-worker relationships are dignified and respectful.
* Staff will not discuss confidential issues of the organisation with people outside the organisation except with agreement of the head of the organisation.
* Staff is expected to report participant and staff injuries in the workplace and report any hazards in the workplace that may result in an injury.
* Staff will not do anything, which is detrimental to the wellbeing of participants or potential participants of the organisation.
* Sexual relationships between staff and participants are not permitted and will be considered potential grounds for instant dismissal and police prosecution.
* Staff will represent the organisation in a positive way.
* Staff will follow the grievance procedure to try to resolve any conflicts with other staff or members of the organisation.
* The organisation will not tolerate harassment in the workplace in any form. Harassment is a discriminatory practice which is unlawful under the Australian Equal Employment Opportunity Act.
* The organisation will not tolerate physical or verbal assault, the consumption of alcohol or drugs (apart from prescribed medication) by its staff whilst on duty.
* Staff is expected to abide by this code of conduct. Breaches of the code will be dealt with through the staff disciplinary procedure.

**NDIS Code of Conduct:**

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

**New Staff Name and Signature: Date:**

**Signed in the presence of Supervisor:   
Name and Signature   
Date:**