



National Disability Council Employee Code of Conduct

This Code of Conduct sets out the standards which all staff are required to uphold when providing Participants with support and services.

1.0 Dress Code

All staff are required to dress in a modest, clean, tidy, and work-safe fashion. Covered, flat shoes are to be worn and minimal jewellery. Large or dangling earrings, bracelets, necklaces, piercings or rings etc are not appropriate and can result in injury to the staff member and/or participant. Clothing should not display slogans or pictures which could be offense to others.

Rationale:

To act as a role model for the people being supported

To present a positive image to the public

To assist team morale

To work in a safe manner

2.0 Consumption of Alcohol & Drugs

Staff are not to consume alcohol or illegal substances while working.

Rationale:

To ensure that duty of care responsibilities are not compromised

3.0 Smoking

Staff are not to smoke tobacco in public places whilst supporting people and under no circumstances should staff smoke inside whilst at work. Only one staff member is to smoke at a time and only in the designated area, the people they support must not be present. Be mindful of co-workers who are non-smokers when deciding on how often to take a smoke break and how long to be away.

Rationale:

To act as a role model for the people being supported

To present a positive image to the public

To ensure that no one is harmed by tobacco smoke

To show consideration for others

4.0 Respecting others

Staff are to treat the people they support and other staff members with dignity and respect and must not participate in actions that may harm, humiliate, or belittle people.

Rationale:

To ensure that professional standards are maintained, and people's rights are respected.



5.0 Policy and Procedures

It is the responsibility of all staff to familiarise themselves and act in accordance with the policies, procedures and guidelines of the service, including the participants care plan.

Rationale:

To ensure compliance with the organisation's service standards

6.0 Reporting of Incidents

It is mandatory that staff report to the direct service manager any incidences of abuse or breaches of human rights without delay.

Rationale:

To ensure that the people we support are protected from abuse

7.0 Personal Communication Devices

The use of smart phones and other personal electronic communication devices while you are providing support can be distracting and seriously interfere with employee responsibilities. Therefore, consider what is appropriate and refrain from unnecessary usage. NDC do not cover damage to ipads, tablets or laptop computers if damaged in the workplace, unless permission for them to be used at work is given.

Rationale:

To work in a safe manner

To present a positive image to the public

To ensure that professional standards are maintained, and people's rights are respected

8.0 Serious Misconduct

The following acts, whilst not exhaustive, are deemed to be acts of serious misconduct. Any employee who engages in any of these acts will be subject to a disciplinary procedure and may, under some circumstances, be immediately dismissed.

Where alcohol or illegal substances are thought to be involved an employee may be requested to provide a blood or breath sample for analysis.

- Engaging in sexual activity in the workplace when visiting or during rostered working hours
- Using the workplace for unauthorized or illegal activities
- Abuse, neglect or exploitation as described in the policy.
- Acts of dishonesty including the theft of money and property
- Breaches of confidentiality
- Breaches of occupational health and safety standards
- Consuming alcohol or illegal substances whilst working
- Discrimination and harassment
- Turning up for work under the influence of drugs or alcohol
- Assisting participants to engage in illegal activities



- Failure to obey lawful instructions
- Fighting
- Neglect of duty
- Smoking outside agreed arrangements between staff and management

9.0 Acknowledgement

I have read and understand the Employee Code of Conduct.

Name:.....

Signature:.....

Date:.....