

## Code of Ethics

**AUTHORITY:** Board, CEO

**RESPONSIBILITY:** Board, CEO, Operations Manager, Children's Centre Manager, Education Centre Manager, All staff, coordinators, contractors, volunteers, students, participants.

### PURPOSE AND SCOPE

Laverton Community Integrated Services Inc is an incorporated body which is bound by the legal responsibilities and those legal requirements of it's various funding bodies. These legal boundaries and other documents such as the Vision Statement, the Mission Statement and the Statement of purpose of the Organisation, all members undertake to know and strive to fulfil.

LCIS's ethical position is represented both by the organisation's policies and by its Code of Ethics, and any particular ethical guideline does not necessarily need to be repeated in both.

In the following, "staff" refers to paid staff, volunteers, contractors, students and participants and "board members" being members of the Board past and present.

### Commitment to Social Justice

Laverton Community Integrated Services Inc. has a commitment to the following four principles;

- **Equity:** a fairer distribution of economic resources and power
- **Access:** ensuring fair and equal access for all people to those services that are important for the quality of life.
- **Participation:** maximising the opportunities for people to participate in the circumstances which affect their lives, their personal development and their local principles for Government to come to grips with.
- **Rights:** developing fairer, more comprehensive rights that are equally enforceable by all people regardless of their income and social background. We are talking here not just civil and political rights but the broader definition, including industrial, social and economic rights as well.

All staff and Board will work towards achieving the above principles for all members of the Community, with special regard for those most disadvantaged. All programs and services will reflect the centre's aims and statement of purpose.

### Confidentiality and Privacy.

- The Board will respect the confidentiality of information obtained in their course of any meetings and not share information with reference to staff members or Board members to networks outside the services.
- Staff and Board members will respect the confidentiality of information obtained in the course of advice or referral services. The staff/Board member will not share confidences revealed by clients without their consent other than as required under Mandatory Reporting Legislation.
- The staff needs to inform users fully about the limits of confidentiality in any given situation, the purpose for which information is obtained and how it may be used.
- The staff member working with the client will allow them access to their file.
- In the event that the staff member is no longer employed at the centre, access to the file will be made possible upon application to the Chief Executive Officer.

- When providing users with access to records, the worker will take due care to protect the confidences of others contained in those.
- Board members and staff attending any meeting shall not discuss the content of such a meeting with others.

### **Professional Conduct**

- The worker will act to ensure that all persons have access to the resources, services and opportunities which contribute to their well being
- The worker will aim to expand choices and opportunities for all persons with special regard for disadvantaged or oppressed groups and persons. The worker and the Board members will be involved in development of curriculum for this purpose.
- The worker will encourage respect for the diversity of cultures which constitute Australian society
- The worker will encourage informed participation by members of the community in addressing relevant social / personal issues. The worker's role is to empower and work with members of the community, not to counsel, or decide what is best for clients.
- Shall undertake any training necessary for the performance of their duties;
- Shall treat all staff, the Board, clients and all other participants of the organisation, with respect;
- Shall not so act as to bring the organisation or its mission into disrepute

### **Relationship with Employing Organisation**

- As an employee, the worker will recognise the stated aims of the organisation, contribute to these and work towards the best possible standards of service to the community.
- Personal values contrary to those stated in the Centre's aims and relevant acts must not be practised / exercised during the program service delivery, for example; If an aim is, "To encourage women's participation in all forms of decision making", then it would not be correct, in the course of your service delivery, to state that "Women should not enter politics".
- Where policies or procedures of the centre go against appropriate acts, eg. Equal Opportunity, Discrimination, etc. The worker will endeavour to effect change through appropriate channels.

### **Client Self Empowerment**

- The worker will provide users with accurate information regarding the extent and nature of the services available to them and will not knowingly withhold such information.
- The worker will let service users know of their rights and the implications of services available to them.

### **Services**

- The worker will act to prevent practises that are inhumane or discriminatory against any person or group or persons.

### **Distribution of these Procedures**

- All new employees, volunteers and Board members shall be handed a copy of these procedures on commencement of employment / engagement.

### **Equal Opportunity Policy**

- Equitable employment policies are essential if we are to meet both this agency's objectives and broader direction.
- Successful personnel practises demand equity in employment. However, this cannot be achieved without the full support of all people in this organisation.

- Everyone is expected to take responsibility for fair, non discriminatory behaviour. All discriminatory behaviour is undesirable, may be unlawful and cannot be tolerated.

### **Sexual Harassment Policy**

- Laverton Community Integrated Services Inc. considers sexual harassment an unacceptable form of behaviour which will not be tolerated under any circumstances. The organisation believes that all people have the right to work in an environment which is free of sexual harassment.
- Under the Victorian Equal Opportunity Act and the Commonwealth Sex Discrimination Act, sexual harassment is illegal.
- Supervisors of staff are required to ensure that all employees and volunteers are treated fairly and equitably and are not subject to harassment. The organisation must also ensure that complainants and witnesses are not victimised in any way.

Any reports of sexual harassment will be treated seriously by this organisation, and will be investigated thoroughly and confidentially. Disciplinary action will be taken against anyone found to be guilty of sexually harassing a co-worker.

### **Privacy principles**

- All staff and The Board need to apply these principles whenever they handle personal information.
- Each staff member and The board is responsible for ensuring the Privacy Principles are applied and supervisors have a corresponding responsibility to ensure the necessary training and information about the Principles has been passed on to staff.
- The Privacy Principles cover; (a) the Collection of personal Information, (b) Use and Disclosure of personal information, (c) Data Quality, (d) Data Security (e) Openness, (f) Access and Correction Issues, (g) Unique Identifiers, (h) Anonymity, (i) Trans-border data flows, and (j) Sensitive information.
- All staff and board members will be issued with the full document upon commencement.

I, \_\_\_\_\_ (name) agree to abide by the Code of Ethics of the Laverton Community Integrated Services Inc as expressed in the following Statements;

- My Responsibility to stake holders, that is, the Community I am serving and those that contribute financially to the organisation;
- I am committed to the process of consultation before I make decisions regarding the organisation;
- I respect the privacy of the people I serve and will maintain confidentiality at all times;
- I will disclose any appropriate and relevant information to individuals or other relevant bodies at all times;
- I am responsible for clearly and honestly stating the case if I feel I have interests which conflict with those of the organisation.

**My responsibility to service users;**

- I will strive to maintain equitable access to all services by all people, especially those who maybe disadvantaged.
- I will not discriminate and I will work to prevent discrimination.
- I will in performing my duties conduct myself in a manner that enhances the standing of the organisation within the community.
- I am responsible for providing programs and services that are responsive to community needs and I will endeavour to empower Members of the Community to address issues, not decide what is best for them.
- I need to constantly monitor, evaluate and maintain the quality of all services and programs.

**My responsibility to those employed by Laverton Community Integrated Services Inc (including paid and unpaid Staff, volunteers, contractors, students, participants.)**

- I respect the experiences and knowledge of those around me.
- I support and encourage participation of individuals and myself in further development of skills and experience's.
- I will strive for a safe and healthy environment for all.
- I will ensure that proper industrial practices are adhered to and that no exploitation is engaged in.
- I will conduct myself in a manner that is professional, courteous, respectful, in adherence to legislative requirements at times

**My responsibility to the Community**

- At all times I will encourage co-operation, integration and network between services within the community.
- I will participate in and encourage when appropriate collective action by all interested parties to act on issues or lobby for improved services or conditions.
- I support the belief that ecological impacts on the community should be minimised and that I will take all steps to facilitate this.

Signed by Staff/Board of LCIS:	
Name	
Position	
Date	
Signed by Board/CEO/Operations Manager/Children's Centre Manager/ Education Centre Manager	
Name	
Position	
Date	