

## Code of Ethics

**AUTHORITY:** Board

**RESPONSIBILITY:** LCIS Board and LCIS staff.

### PURPOSE AND SCOPE

- Laverton Community Integrated Services Inc is an incorporated body which is bound by the legal responsibilities and legal requirements of its various registration authorities and funding bodies. These legal boundaries and other documents such as, the LCIS vision and values, all members undertake to know and follow.

LCIS's ethical position is represented both by the organisations 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, and "board members" being members of the Board past and present.

**Vision:** 'We Empower People'.

**Values:** Diversity, Community, Support.

### 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 the course of any meetings and not share confidential information with reference to staff members or Board members to networks outside the services without explicit permission of the staff member or Board member.
- Each staff member 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.
- Staff, volunteers and board members will respect the confidentiality of information obtained in the course of any duties undertaken on behalf of LCIS. The staff, volunteers and Board members will not share confidences revealed by clients without their consent other than as required under Mandatory Reporting Legislation.

- Sharing, posting or any other form of information sharing (that has not been appropriately authorised or delegated) about the organisation, board, management or other staff on social media is deemed a breach of privacy and confidentiality.
- The staff and volunteers need 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 any confidential content of such a meeting with others.

### **Professional Conduct**

- All representatives of the organisation will conduct themselves in a manner that does not bring disrepute to the organisation, Board or Management.
- LCIS Staff will act to ensure that all persons have access to the resources, services and opportunities which contribute to their wellbeing. LCIS Staff will aim to expand choices and opportunities for all persons with special regard for disadvantaged or oppressed groups and persons.
- LCIS Staff will encourage respect for the diversity of cultures which constitute Australian society.
- LCIS staff will act to prevent practises that are discriminatory against any person or group or persons.

### **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 and shall treat all staff, the Board, clients and all other participants of the organisation, with respect.
- Personal values contrary to those stated in the aims of the organisation 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, e.g. Equal Opportunity, Discrimination, etc. The employee will endeavour to effect change through appropriate channels.

### **Client Self-Empowerment**

- LCIS staff will provide users with accurate information regarding the extent and nature of the services available to them and will not knowingly withhold such information.
- LCIS staff will let service users know of their rights and the implications of services available to them.
- LCIS staff will encourage informed participation by members of the community in addressing relevant social / personal issues. The staff member's role is to empower and work with members of the community.

### **Equal Opportunity Employment**

- Equitable employment policies are embedded within the LCIS recruitment policies of both paid staff and volunteers. Candidates for roles are selected on their merits alone.

- In all cases no factors other than performance and competence are to be used as the basis for performance assessment, training and development opportunities and promotions.
- Everyone is expected to take responsibility for fair, non-discriminatory behaviour. All discriminatory behaviour is undesirable, may be unlawful and will not be tolerated.

## Sexual Harassment

- 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 and may require investigation and/or reporting to relevant authorities.
- 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 sexual harassment. Police may also be notified as required.***

## Access and Equity

- All Laverton Community Integrated Services staff shall, wherever feasible, have adequate support and training to provide services and information accessible to all people.
- Laverton Community Integrated Services shall promote diversity in the membership, of its Board, committees and working groups.
- Laverton Community Integrated Services Inc. shall, where necessary and feasible, provide for the needs of clients from diverse cultural and linguistic backgrounds by providing language assistance through the use of interpreters or facilitators.
- All staff must not act in a manner that would be considered to be discriminatory pursuant to any internal policies or any applicable legislation;
- All new employees, volunteers and Board members shall be provided a copy of and directed where/how to access these procedures on commencement of employment / engagement.

## Commitment to child safety and wellbeing

All LCIS staff are bound by the following;

*'We value children and young people by making a commitment to child safety, child wellbeing and cultural safety. We embed this as part of our governance and daily practices.*

*Children and young people have the right to feel safe, respected and their voices heard. We involve them in making decisions, especially about matters that directly affect them'*

This statement is intended to empower children who are vital and active participants in our organisation.

- LCIS staff and volunteers will recognize and value the diverse circumstances and backgrounds of children and young people.
- LCIS staff and volunteers will pay particular attention to meeting the needs of children and young people with disability, from culturally and linguistically diverse backgrounds, who are unable to live at home or who identify as lesbian, gay, bisexual, transgender and intersex.
- LCIS staff and volunteers will ensure that the needs of First Nations children and young people are understood and met and are committed to maintain a culturally safe environment for First Nations children and young people.

- See Child Safety and Wellbeing Policy
- See Child Protection and Mandatory Reporting Policy

**Commitment to anti-racism**

All LCIS staff will:

- ensure that our services are welcoming and inclusive of peoples from all cultural backgrounds.
- provide and demonstrate a service provision environment and culture that recognises and respects Aboriginal and Torres Strait Islander peoples as the original inhabitants of Australia.
- recognise and utilise the wealth of knowledge and experience that culturally diverse groups bring to the operation of LCIS.

I, \_\_\_\_\_(name) agree to abide by the Code of Ethics of the Laverton Community Integrated Services Inc.

<b>STAFF,VOLUNTEER, PARTICIPANT</b>	
Name	
Position	
Date	
Signature:	
<b>SUPERVISOR OR AUTHORISED PERSONNEL</b>	
Name	
Position	
Date	
Signature:	

**Appendix 1 – SOURCES AND RELATED POLICIES**

**A. SOURCES - LEGISLATION**

- Victorian Equal Opportunity Act (2010)
- Commonwealth Privacy Act (1988)
- Commonwealth Sex Discrimination Act (1984)
- Victorian Equal Opportunity Act (2010)
- Victorian Child Wellbeing and Safety Act (2005)

**B. SOURCES – OTHER**

- Victorian Charter of Human Rights
- Australian Human Rights Framework
- Victorian Child Safe Standards (Second Edition 2020)

**C. RELATED POLICIES**

LCIS Child Protection and Mandatory Reporting Policy

LCIS Child Safety and Wellbeing Policy

LCIS Privacy and Confidentiality Policy

LCIS Staff Induction Policy

LCIS Volunteer Induction Policy

LCIS Complaints Policy