

## **Staff Code of Conduct Policy**

### **Introduction**

Junction Australia ('Junction') is committed to establishing a foundation for staff behaviour and to give meaning and form to Junction's work and activities which are at the core of all of our services and behaviours.

#### **1. Purpose**

The Code of Conduct sets out the way we conduct ourselves at Junction and is based on four values - *Trust, Respect, Inclusion, Integrity* - which inform and guide our behaviours.

#### **2. Scope**

This Staff Code of Conduct Policy applies to all employees (paid and volunteer) and work placement students working for Junction. It is relevant to, and encompassing of, all service delivery, administration and support functions across Junction. Our partners and contractors also acknowledge and observe the Code whilst performing work for or on behalf of Junction.

#### **3. Policy Statement**

Our values underpin everything we do at Junction. At all times we behave in a way that upholds these values both as individuals and as representatives of Junction. By operating in accordance with this Code, staff will maintain public trust and confidence in the integrity and professionalism of the services provided by them to the community and those Junction work with.

#### **4. Principles**

##### **4.1. Aims**

- 4.1.1. To build healthy and positive relationships with Junction clients/tenants, their families and friends;
- 4.1.2. To govern the way staff and work placement students relate to other staff, clients/tenants, visitors and other stakeholders;
- 4.1.3. To foster a culture that reflects our values of respect, trust, inclusion, integrity;
- 4.1.4. To act in a manner that does not adversely impact on the reputation and/or image of Junction and its employees;
- 4.1.5. To create a dynamic environment that leads to higher performance and well-being;
- 4.1.6. To respect the dignity of the public, clients/tenants, and other staff or work placement students by treating them with courtesy, consideration, honesty and sensitivity to their rights;
- 4.1.7. To treat others in the workplace fairly and with respect; and
- 4.1.8. To exercise best judgment in the interests of Junction and its clients/tenants.

##### **4.2. Personal and Professional Behaviour**

###### **RESPECT**

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- 4.2.1. We work within professional boundaries and maintain professional relationships with our clients/tenants and their families.
- 4.2.2. We ensure that we observe child safe principles and expectations for appropriate behaviour towards and in the company of children including:
  - taking all reasonable steps to protect children from abuse;
  - promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination);
  - reporting any allegations of child abuse.
- 4.2.3. We are honest, ethical and open in our dealings with each other, our clients/tenants and their families, and other stakeholders.
- 4.2.4. We do not tolerate bullying or harassment or violence and intimidation (either verbal or physical) or unlawful discrimination.
- 4.2.5. We do not initiate or perpetuate rumours.
- 4.2.6. We respect people's right to freedom of choice and expression.
- 4.2.7. We respect and value each other's professionalism and contribution, working with each other collaboratively to achieve the best outcomes for all.
- 4.2.8. We provide accurate, honest and complete information while ensuring we respect our privacy and confidentiality obligations.
- 4.2.9. We respect confidentiality and do not misuse information which we learn about Junction, our staff, clients/tenants and families during our employment. We maintain this confidentiality even after we have left Junction.
- 4.2.10. We respect Junction Policies and Procedures and inform ourselves of them and act in accordance with them.

#### **TRUST & INTEGRITY**

- 4.2.11. We strive to achieve the highest quality in our work and service delivery.
- 4.2.12. We take responsibility for fulfilling the tasks assigned to us by applying all our knowledge, skills and experience.
- 4.2.13. We do not encourage or pressure others to disclose confidential, sensitive or privileged information.
- 4.2.14. We access, use and disclose confidential information only for authorised work-related purposes.
- 4.2.15. We take responsibility and are accountable for all Junction resources and property used in the performance of our duties.
- 4.2.16. We use the resources and facilities provided to us by Junction only for the purpose and in accordance with the terms on which they have been provided. Work resources include physical, financial and intellectual property.

- 4.2.17. We perform our work impartially and refuse all offers that could be reasonably perceived as undermining the integrity and impartiality of Junction or ourselves.
- 4.2.18. We observe the highest standards of integrity in financial matters and comply with the requirements of relevant financial management legislation, and Junction policies and procedures.
- 4.2.19. We maintain a strict separation between work related and personal financial matters and only use or authorise the use of Junction financial resources or facilities for work related purposes.
- 4.2.20. We report any possible fraudulent behaviour or observed misconduct to our manager, the relevant Executive Manager and/or Chief Executive Officer.

#### **INCLUSION**

- 4.2.21. We are committed to diversity, fairness and equal employment opportunities.
- 4.2.22. We accept people's cultures and beliefs and allow them to enjoy their identity, language and history.
- 4.2.23. We work together to create a safety culture through our commitment to the physical and psychological well-being of one another.
- 4.2.24. Junction managers assume responsibility for providing a safe and healthy workplace that recognises and values skills, abilities and contributions. They give their staff a clear sense of direction and purpose. They set realistic goals, timelines and workloads and provide appropriate information and resources to complete work.
- 4.2.25. We share the workload and contribute, including stretching ourselves, to achieve our goals.
- 4.2.26. We engage in constructive debate about ideas and initiatives, listen to others views, consult and collaborate with one another in support and acceptance of final decisions once they are made.
- 4.2.27. We share our knowledge and expertise generously to support excellence across the organisation.
- 4.2.28. We aim to continuously improve all aspects of our services and evaluate our results.

#### **5. Conflict of Interest**

A conflict of interest occurs where an employee has a personal or professional interest that could influence or could reasonably be perceived to influence the objective performance of their duties and responsibilities at Junction. We do not, therefore, participate in activities that involve a conflict between our duties and responsibilities.

Junction staff need to be aware of, and seek to avoid, any actual, potential or perceived conflicts of interest in all their dealings with internal and external parties. Junction employees do not use their power to provide a private benefit to themselves, their family, friends or associates, and family and other personal relationships do not influence their decisions.

Some examples of how we manage conflicts of interest:

- We disclose any material interests we have to our manager.

- We adhere to the delegations as detailed in the Delegations Schedule.
- We do not solicit, accept or offer money, gifts, or favours which might influence or appear to influence our decisions.
- We declare reportable gifts to our manager.
- We advise our managers if we have secondary employment or a private business activity outside of which may cause a conflict of interest or safety issue.

## **6. Responsibilities under the Code of Conduct**

Junction policies and procedures, including the Code of Conduct are integral to Junction achieving its vision of being a "A better future for all".

All Junction staff have a responsibility to abide by applicable legislation, the Code of Conduct and Junction Policies and Procedures and to ensure that others who report to us or who we are working with also comply. Breaches should be reported to your manager, team leader, or to a People & Culture representative as soon as practicable. This includes behaviour that violates any law or regulation or represents corrupt conduct, mismanagement of public resources or is a danger to public health or safety. If you are unsure whether an action is a breach of legislation, the Code of Conduct or a Junction policy or procedure you should raise the matter with your manager or with a People & Culture representative.

## **7. Distribution of this Policy**

All staff are to be provided with, and acknowledge, the Staff Code of Conduct Policy on commencement or following any update.

## **8. Breach of Policy**

Junction takes breaches of this Code of Conduct and other Junction policies and procedures seriously. Staff who breach this Code of Conduct may face disciplinary action up to and potentially including termination of employment. Contractors and volunteers may also face disciplinary action, including termination or cessation of their engagement if they breach the Code. Serious breaches of this Code of Conduct may also be referred to the police if potential criminal conduct is involved.

## **9. Related Documents**

- Fair Treatment & Appropriate Behaviour at Work Policy
- Grievance Policy
- Staff Privacy Policy
- Privacy & Confidentiality Policy
- Recruitment Policy
- Whistleblower Protection Policy
- Conflict of Interest Policy
- Diversity & Inclusion Policy
- Performance Management Policy
- Child Safe Policy

## **10. Schedules**

This policy must be read in conjunction with its subordinate procedures and/or schedules as provided in the table below.

#### 11. Policy Information

<b>Parent Policy or Procedure</b>	
<b>Document Owner</b>	Executive Manager, People & Culture
<b>Policy Stream</b>	HRM
<b>Subordinate Procedure</b>	
<b>Subordinate Schedules</b>	
<b>Relevant Legislation</b>	<ul style="list-style-type: none"> <li>• Australian Human Rights Commission Act 1986</li> <li>• Age Discrimination Act 2004</li> <li>• Disability Discrimination Act 1992</li> <li>• Racial Discrimination Act 1975</li> <li>• Sex Discrimination Act 1984</li> <li>• Children’s Protection Act 1993</li> <li>• Children &amp; Young People (Safety) Act 2017 (SA)</li> <li>• Privacy Act 1988</li> <li>• Fair Work Act 2009 (Cth)</li> <li>• Work Health &amp; Safety Act 2012 (SA)</li> <li>• Equal Opportunity Act 1984 (SA)</li> <li>• Equal Opportunity Act 2010 (Cth)</li> </ul>
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