



STAFF CODE OF CONDUCT

INTRODUCTION

The purpose of a Code of Conduct is to establish a clear set of rules and expectations for behaviour that is in line with our organisation's culture and values. Staff that violate this Code of Conduct may be subject to disciplinary action. This can include increased supervision, suspension, termination from the organisation or external investigation from other authorities.

Central Grampians Local Learning and Employment Network Inc (CGLLEN) is committed to building a positive culture to support child safety and wellbeing. We endeavour to ensure children and young people feel safe, supported and respected, and that their rights, needs and interests are met in our activities and programs. All CGLLEN staff should maintain the highest standard of professional behaviour and ethics and perform their duties in a positive manner. Any conduct that discredits CGLLEN, is in violation of a CGLLEN policy, is unsatisfactory or is offensive will not be tolerated.

CGLLEN Board members and all volunteers in both mentor programs, have their own Code of Conducts that they are required to comply with, specific to these roles.

Concerns about a breach of this Code of Conduct must be reported to the Executive Officer, Jane Moriarty. Jane can be contacted on her mobile: 0429 352 135 or via email: eo@cglLEN.org.au.

- Behave respectfully, professionally and ethically at all times, acting in accordance with all laws, CGLLEN policies, procedures and protocols.
- Maintain an environment in all CGLLEN programs and activities that is welcoming and inclusive for all staff, board members, volunteers, community partners and young people.
- Never act inappropriately towards, or cause harm to, another person.
- Undertake all mandatory training as required throughout your employment at CGLLEN.
- Maintain a current Working with Children Check and Victorian driver's licence. You must notify management of any suspension, cancellation or disqualification within 24 hours of it occurring.
- Notify management of any changes to your personal details (eg. address, emergency contacts).
- Notify management of any changes in your circumstances (eg. medical conditions) that may impact your ability to drive or perform your role.
- Never consume or be under the influence of alcohol or prohibited drugs while working.

- Maintain a clean and tidy workspace and be mindful of cleaning up after yourself when using shared facilities and CGLLEN vehicles.
- Maintain the privacy and confidentiality of sensitive information (eg. participant personal details, car lock box codes) you are privy to as part of your employment in accordance with the CGLLEN Privacy Policy. The only exception to this is when there are concerns for a child's safety and a report needs to be made in line with the CGLLEN Child Safety and Wellbeing Policy.
- Listen and respond promptly to all safety concerns of children (verbal or non-verbal) in line with the CGLLEN Child Safety and Wellbeing Policy.
- Respect all CGLLEN property. If CGLLEN property is taken out of the office (eg. office fob, laptop, working from home equipment) you must ensure it is safely used, transported and stored.
- Do not use your personal phone for work purposes unless authorised by the Executive Officer.

Adopted by CGLLEN Board of Management:	DATE: 31 March 2025
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