

Rationale

SDN’s values include being trustworthy and reliable, and inclusive and respectful; and our purpose is to enhance the wellbeing of children. SDN’s *Code of Conduct* provides guidance about acceptable and appropriate behaviours that reflect these values and advance our purpose, and sets standards by which we can measure good and poor performance.

Scope

SDN Board members, staff members, trainees, contractors, volunteers and students (hereafter referred to as ‘staff’) are required to comply with this *Code of Conduct*. It applies to all work-related activities, as well as situations outside the workplace and/or out of hours if SDN itself or other staff are involved or referenced. This includes online activities including social media and electronic communications.

Policy

All staff will comply with the values and conduct standards as determined by SDN.

The values and standards will require staff to:

- behave honestly and with integrity
- act with care and diligence
- treat everyone with respect and courtesy and without harassment of any kind
- act in a way that does not compromise the wellbeing of children
- respect and apply professional boundaries with parents and interested stakeholders
- comply with all SDN policies and procedures
- comply with all applicable Australian laws
- comply with any lawful and reasonable direction given by someone in SDN who has authority to give the direction
- maintain appropriate confidentiality (in all forms of communication)
- not provide false or misleading information
- disclose and take reasonable steps to avoid any conflict of interest (real or apparent) in connection with their employment or role
- not make improper use of inside information, or their duties, status, power or authority in order to gain, or seek to gain, a benefit or advantage for themselves or any other person

- use SDN resources in a proper manner (minimise wastage)
- seek internal resolutions for all organisational issues where possible
- at all times behave in a way that upholds the integrity and good reputation of SDN.

Failure to comply with this policy may result in disciplinary action up to and including dismissal, in accordance with applicable SDN procedures, or, in the case of contractors, termination of engagement. Further, penalties associated with state and federal laws may apply.

Related SDN Documents

Policies

- GI-HLP-1.01: Policy Framework
- GI-HLP-1.11: Social Media and Electronic Communications
- GI-HLP-1.25: Procurement
- SD-OP-2.23: Code of Conduct for Service Users
- HR-HLP-3.01: Equal Employment Opportunity
- HR-HLP-3.02: Good Working Relationships
- HR-HLP-3.03: Code of Conduct for Interactions with Children
- HR-OP-3.08: Managing Performance

Other document

- SDN Children’s Services Board Charter

Relevant Legislation/Regulations

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011, regulation 168 (2)(i)
 - Schedule 1: National Quality Standard, Standards 4.1 and 4.2 and Elements 4.2.1 and 4.2.3
- Corporations Act 2001

CODE OF CONDUCT POLICY		GI-HLP-1.10	
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