

Skillinvest

Duty of Care and Code of Conduct

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SKILLINVEST LIMITED

DUTY OF CARE AND CODE OF CONDUCT

Purpose

The purpose of this policy is to establish clear standards of behaviour which are expected of Skillinvest staff. The policy is also designed to assist staff in understanding what is acceptable and unacceptable behaviour in the workplace.

The Skillinvest Duty of Care and Code of Conduct details the standards of conduct expected of our staff, consultants, contractors and volunteers. Staff of Skillinvest must not engage in any form of conduct that is harmful to the principle objectives of Skillinvest, its staff, clients or stakeholders.

This policy applies to all staff and non employees present on Skillinvest work sites or representing Skillinvest in all circumstances connected with work, including but not limited to events and functions outside of normal work hours.

This policy should be read in conjunction with the Skillinvest Child Safe Policy which details clear expectations and standards for appropriate behavior with children to ensure adherence to and conformance with the Child Safe Standards.

The Duty of Care and Code of Conduct does not cover all situations but affirms Skillinvest's commitment to responsible social and ethical behaviour from all workers. The policy provides a framework of principles for conducting business and dealing with other workers, clients, students, apprentices, trainees and any other individual or organisation engaged in business with Skillinvest.

Policy

Skillinvest has clear expectations of appropriate work standards that foster a positive work environment where individual rights are maintained. Skillinvest staff are required to:

- Act in accordance with Australian legislation;
- Act in accordance with Skillinvest policies and procedures;
- Ensure the Child Safe Policy standards are adhered to;
- Follow lawful and reasonable directions from management;
- Promote the interest of Skillinvest;
- Align with Skillinvest's mission, vision and values;
- Not tolerate misconduct or inappropriate behaviour. It is expected that employees will inform management if they witness misconduct or inappropriate behaviour;
- Maintain the confidentiality of Skillinvest and not disclose or misuse Skillinvest information;
- Take reasonable steps to avoid conflict of interest and disclose details of instances where this may occur;
- Be accountable for their own actions and decisions;
- Adhere to health and safety standards of Skillinvest;
- Uphold the principles of equal opportunity and not partake in victimisation, bullying, sexual harassment or any other anti social behaviours;
- Perform their role with professionalism, care and responsibility;
- Immediately disclose changes regarding license or qualification status to the relevant Manager;
- Immediately disclose any behaviours which have resulted in police involvement to the relevant Manager;
- Use Skillinvest property and money efficiently, carefully and honestly with due authorisation and without misappropriation;
- Behave in a way that upholds the values, integrity and reputation of Skillinvest;
- Not attend work under the influence of prohibited drugs or alcohol;
- Not use Skillinvest equipment or property for private purposes without prior approval;
- Not use authority or office for personal gain;
- Be conversant with codes of other organisations/associations relevant to employee/contractor responsibilities and abide by all codes of organisations of which Skillinvest is a member;
- Ensure that all contracts and terms of business are clear, concise and honoured in full, unless terminated or modified by mutual consent;

Duty of Care

Duty of Care is a legal obligation that requires Skillinvest staff to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include personal injury (physical or psychological) or damage to property. The reasonable steps that Skillinvest may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

Professional relationships between Skillinvest staff/contractors and Skillinvest students, apprentices, trainees and clients

Skillinvest staff are expected to behave in a way that promotes the safety, welfare and well-being of students, apprentices, trainees and clients.

While not all staff are required to manage and supervise students, apprentices, trainees and clients it is important for all staff to understand and observe this policy and related policies. Staff who work with young people have a moral and ethical responsibility in presenting themselves as appropriate role models for those young people. Modeling professional leadership and respect in interactions with young people can have a profoundly positive influence on a young person's personal and social development.

Where a staff member or contractor:

- Invites Skillinvest students, apprentices, trainees or clients to join their electronic social networking site or accept invitations from these groups to join theirs;
- Socialise with Skillinvest students, apprentices, trainees or clients;
- Invites Skillinvest students, apprentices, trainees or clients back to your home or attend their home or accommodation without an appropriate professional reason;

They will ensure they uphold the principles of this policy at all times and the standards detailed in the Child Safe Policy and Statement.

POLICY BREACH

Any breach in this policy may result in disciplinary action, up to and including termination of employment.

Independent contractors and other non employees who are found to have breached this policy may result in the termination of their contract with Skillinvest.

Related Policies

Child Safe Policy and Statement of Commitment

Child Safe Procedures

Privacy Policy

Conflict of Interest Policy

Social Media Policy

Equal Employment Opportunity (Discrimination, Harassment and Bullying) Policy

Professional and Personal Relationships in the Workplace Policy

Social Media Policy

Diversity and Inclusion Policy

OH&S Policy

Skillinvest Diversity and Inclusiveness Clause:

Skillinvest values and promotes diversity, fairness and inclusiveness in the workplace and is committed to ensuring workplace diversity and inclusiveness through establishing proactive strategies, policies and procedures. Skillinvest aims to ensure that all employees, clients, business partners and stakeholders are treated with respect, dignity and fairness to ensure Skillinvest promotes inclusiveness and positive working relationships.

Skillinvest is committed to recognising the value of diversity and inclusiveness in the workplace and ensures that work practices promote equal opportunity and are non-discriminatory.