

Aus Living Support – Code of Conduct.

1. Purpose

This policy affirms Aus Living Support Ltd belief in responsible social and ethical behaviour from all employees. This policy clarifies the standards of behaviour that Aus Living Support Ltd expects of all employees / volunteers.

2. Principles

Our employees / volunteers contribute to the success of our organisation and that of our Clients. Aus Living Support Ltd fully endorse that all employees / volunteers are not deprived of their basic human rights. Furthermore, our employees have an obligation to the Business, our Clients and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine employee / volunteer and Client trust.

3. Scope

This policy applies to all paid staff employed by and volunteers used by Aus Living Support Ltd.

4. Policy

This Code of Conduct policy provides the framework of principles for conducting business, dealing with other employees, volunteers, Clients and suppliers. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence.

This policy is based on the following:

- a) Act and maintain a high standard of integrity and professionalism
- b) Be responsible and scrupulous in the proper use of Company information, funds, equipment and facilities
- c) Be considerate and respectful of the environment and others
- d) Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, volunteers, clients and suppliers
- e) Avoid apparent conflict of interests, promptly disclosing to an Aus Living Support Ltd senior manager, any interest which may constitute a conflict of interest
- f) Promote the interests of Aus Living Support Ltd.
- g) Perform duties with skill, honesty, care and diligence
- h) Abide by policies, procedures and lawful directions that relate to your employment, volunteering with Aus Living Support Ltd and/or our Clients
- i) Avoid the perception that any business transaction may be influenced by offering or accepting gifts
- j) Any employee / volunteer who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

Aus Living Support Ltd expects co-operation from all employees / volunteers in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards. Any employee / volunteer in breach of this policy may be subject to disciplinary action, including termination. Should an employee / volunteer have doubts about any aspect of the Code of Conduct, they must seek clarification from the CEO. This policy will be regularly reviewed by Aus Living Support Ltd and any necessary changes will be implemented by the CEO.

Contacts

For questions about this policy, contact the board or Director / Secretary - care@auslivingsupport.org.au.