

Kid Sense Code of Conduct:

All employees are essentially representatives of Kid Sense.

This means that all employees are expected to conduct themselves in a professional and courteous manner and observe the following standards of behaviour, both inside the workplace and outside the workplace when representing Kid Sense.

In addition to adhering to the following Kid Sense Code of Conduct, all staff will adhere to the Child Safe Code of Conduct and the NDIS Code of Conduct.

The Kid Sense Code of Conduct specifies that all team members will:

Comply with all laws, policies, procedures, rules, regulations and contracts.
Comply with all lawful and reasonable directions from Kid Sense.
Be honest and fair in dealings with clients, co-workers, management, external personnel and the general public.
Display the appropriate image of professionalism at the workplace. This may include wearing the required uniform, and if an employee wears their own clothes, ensuring their appearance is neat and tidy.
Treat clients, co-workers, management, external personnel and the general public in a non-discriminatory manner with proper regard for their rights and dignity. In this regard, discrimination, victimisation or harassment based on a person's race, colour, religion, national origin, age, sex, sexual orientation, marital status, family responsibilities, pregnancy or potential pregnancy, union membership or non-membership, mental or physical disability, or any other classification protected by law will not be tolerated.
Promptly report any violations of law, ethical principles, policies and this Code.
Do not use work time for private gain. If an employee needs to leave the work premises for personal reasons, they should advise their supervisor or manager well in advance.
Kid Sense has a legitimate interest in the private activities of an employee where such activities may bring disrepute upon Kid Sense in its relationships with, clients, suppliers, and the general public at large and may lead to Kid Sense questioning the continued employment of the employee.
Maintain and develop the knowledge and skills necessary to carry out duties and responsibilities.
Observe health and safety policies and obligations and co-operate with all procedures and initiatives taken by Kid Sense in the interests of work health and safety.

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Warning	This process is uncontrolled when printed. The current version of this document is available on the Kid Sense Child Development Sharepoint.			

Be truthful in all dealings with people at work. Employees must not make false or misleading statements during the performance of their duties or when providing services on behalf of Kid Sense. A statement can be considered to be misleading if information is omitted or presented in a manner that enables a misleading view of the situation to be formed. This includes failure to comply with reporting requirements and falsifying records and other documents.

Not act for an improper or ulterior purpose to the detriment (whether perceived or actual) of Kid Sense.

Employees must not abuse the advantages of their position for private purposes or solicit or accept any gift or benefit in connection with their employment or engagement which might compromise or be seen to compromise their integrity or Kid Sense's reputation.

Respect Kid Sense's ownership of all of its property including but not limited to equipment, supplies, books, records and confidential information.

Maintain during their employment with Kid Sense and after the termination of employment, the confidentiality of any confidential information, records or other materials acquired during the employment or engagement with Kid Sense.

While employed at Kid Sense, not accept any employment with another organisation that is a supplier or competitor of Kid Sense, or any other employment that is in conflict with your position at Kid Sense, without first seeking permission from the Executive Director.

Not make any unauthorised statements to the media about Kid Sense's business (requests for media statements should be referred to the Executive Director).

Do not fight in the workplace or use inappropriate language in the workplace.

Never report for work in circumstances where there is a risk that you could be affected by or 'under the influence' of illicit drugs or alcohol (e.g. if you have ingested or otherwise taken drugs or alcohol the night before or in the period leading up to your next work period). If an employee is taking prescription medication, they must inform their supervisor at the commencement of their working day. Employees may be required to produce medical evidence to prove their medication does not affect their capacity to perform their duties in a safe manner without harm to themselves or others.

Do not smoke during working hours unless it is during prescribed breaks and within designated areas.

Adhere *without question* to the Child Safe Policy and Code of Conduct, as well as the NDIS Code of Conduct, which very much sits along side the Kid Sense Code of Conduct,