

OUR CODE OF CONDUCT

At **Rural Lifestyle Options Australia** our Mission, Purpose and Values guide our work every day. Our Code of Conduct captures the professional ethics and behaviours expected of all staff members.

All employees and volunteers working at Rural Lifestyle Options Australia must behave in a professional manner.

As per the Code of Conduct, you are required to:

- Treat all people with dignity and respect
- Carry out your duties with honesty and integrity
- Act professionally and protect the organisation's reputation.
- Work within legal and regulatory frameworks.
- Comply with our current policies and regulatory frameworks.
- Take responsibility for your actions and be accountable for the outcomes and consequences.
- Protect the privacy and confidentiality of our participants.
- Declare any conflict of interest.
- Report any behaviour that does not meet this Code of Conduct.
- Employees should be aware that they are a role model for participants.
- Sexual relationships between Employees and participants are not permitted.
- Employees must not consume alcohol or drugs, whilst on duty as per our Zero Tolerance policy.
- Demonstrate a commitment to supporting people with a disability to live the life of their choice.

Zero tolerance of bullying, discrimination and harassment of other employees.

You must not bully, discriminate or harass other employees.

As per the Code of Conduct, you are required to:

- Not cause physical, psychological harm or risk of harm through unreasonable behaviour.
- Not discriminate or harass others by treating them unfairly because they have a particular characteristic, for example, race, religion, sex, age, disability etc.
- Report to your supervisor if you, or a colleague, may be experiencing bullying, discrimination or harassment.
- Provide information to assist any investigation into allegations of bullying, discrimination or harassment.
- You must limit your mobile phone usage during active support.

Our Mission



Supporting a life of choice.

Our Purpose



We exist to enrich the lives of people with a disability by creating choice, opportunities and skills for life.

Our Values



We build authentic connections.

We believe in lifelong learning.

We are compassionate.

We are empowering.

We are respectful.

We are innovative.

Professional conduct

a. Conflict of interest

- You must declare any situation where you get personal benefit from actions or decisions at work.
- You must ensure the quality of service we provide and not put customers or other employees at risk of being taken advantage of.
- Any person who is employed by Rural Lifestyle Options Australia on a permanent part-time basis must advise their Line Manager if they take on a role with another organisation.
- If you are a full-time employee you must not gain employment from another organisation whilst remaining an employee of Rural Lifestyle Options Australia.

b. Dress Code

The personal presentation of employees is very important. Our image depends upon our staff looking smart and showing stakeholders that they care. All employees without exception are to be neat, tidy and wear appropriate attire at all times.

c. Gifts

Employees must refrain from accepting gifts or gratuities from participants. Any gifts or attributes over \$20 must be reported to your Line Manager.

d. Appropriate use of company property and resources

You must use company property and resources for the purpose in which they were designed. Failure to do so, may result in injury or death.

e. Vehicles

It is a condition of employment that you maintain a road worthy vehicle and comprehensive insurance annually.

f. Media Enquiries

If you are contacted by the media for comment about Rural Lifestyle Options Australia, you are to make no comment and refer all questions to your Line Manager.

g. Social Media

All staff are reminded that when using Social Media to conduct themselves in a professional manner.

h. Reconciliation Action Plan

Rural Lifestyle Options Australia acknowledges the Traditional Owners of Country throughout Australia and recognises the continuing connection to lands, waters and communities.

i. Time Sheets

If you do not submit your time sheet before 12pm midday on the Monday preceding payday, we will be unable to pay you this pay cycle.

Workplace health, safety and wellbeing

You must take care of your own personal health, safety and wellbeing, and the health, safety and wellbeing of colleagues and participants. You are required to:

- Understand and comply with Work, Health and Safety legislation and correctly implement WHS policies and procedures.
- Work with management and co-workers to minimise any risks in the workplace.
- Report any work-related injuries, illnesses, hazards and risks to your Line Manager or to the Chief Financial Officer immediately.
- Take actions to avoid any potential risks to customers.
- Email maintenance@rloa.org.au to attend to any maintenance related queries or handyman tasks.
- Take actions to avoid any potential risks to customers.

Breaches of this Code of Conduct

You are required to report any suspected breaches of this Code of Conduct to your Line Manager or to the Chief Financial Officer. You can do so without fear of being victimised by others. Any allegations will be investigated, and you will be required to participate honestly. Should a breach of the Code of Conduct be confirmed, disciplinary action, up to and including termination of employment will be implemented.

Name:	
Sign:	
Date:	