

CODE OF CONDUCT

POLICY AREA	HUMAN RESOURCES		
POLICY NUMBER	3.9	VERSION	1
ENDORSED DATE	18 TH August 2020	NEXT REVIEW DATE	18 th August 2021

POLICY STATEMENT

The Code of Conduct for Child Inclusive Learning and Development Inc. and Children's Integrated Management Services Ltd (Child Australia) sets out the behaviours, standards and activities that are expected from you as an employee within our business.

PURPOSE

We need a Code of Conduct because as a business we have clear behavioural standards and expectations for all of our employees and we require them to be adhered to. We believe that by detailing these expectations in a Code of Conduct our people are clear on the expectations that we have of them and that this will lead to us servicing our clients better by being a more effective business.

To the extent that the contents of the Code of Conduct refers to obligations on Child Australia, they are guidelines for management or summaries of applicable legislative requirements only and are not contractual terms, conditions or representations on which a staff member may rely. Your manager is available to assist with any queries you have relating to the policy.

BEHAVIOURS, STANDARDS AND ACTIVITIES

Ethical standards

Child Australia wants to be recognised as an organisation committed to the highest ethical standards in business. Child Australia is proud of the quality of its staff and of the professional reputation and market image built by their work. We expect that every employee or contractor of Child Australia will ensure that they maintain the highest standards of professional conduct and ethics in their dealings with contacts, clients and suppliers, the community and each other. Conduct which may threaten you, our employees, or damage Child Australia's reputation or image may therefore constitute serious misconduct.

Personal behaviour

Child Australia employees, contractors, suppliers and clients reflect the rich and wide cultural diversity of contemporary society. This diverse range of cultural backgrounds may not always

be immediately apparent. To avoid the potential for giving offence, however innocently, your personal behaviour must always be considerate and moderate.

You must avoid comments, jokes or stories that could be taken as vulgar, sexist or in any other way insensitive to another person's sex, race, beliefs, age, religion or way of life. Insensitive behaviour of this kind, which does not recognise the valid differences between people, damage our brand and may be in breach of anti-discrimination laws and may lead to prosecution of both you and Child Australia.

Conflict of interest

Your private interests must never conflict with your responsibilities as an employee or contractor or with the business interests of Child Australia. Where you believe your private interests conflict with, or may give rise to a perception of conflict with your duties as an employee or contractor, you must notify your supervisor or manager immediately. "Private interests" includes any financial, legal or other significant interest, which may reasonably interfere with your ability to give faithful service to Child Australia. This extends to the interests of your family. You may undertake other paid employment only if there is no conflict of interest and if your duties and responsibilities with Child Australia are not affected in any way.

Gifts and benefits

You must not accept any gifts or benefits because of your position as an employee of Child Australia, if they:

- Influence or might be seen to influence the performance of your duties;
- Influence or might be seen to influence another staff member in the performance of their duties or exercise of any decision making power;
- Are cash; or
- Are substantial.

You must not, under any circumstances, offer any gifts or benefits either to another employee of Child Australia or to someone outside of Child Australia, if they influence or might be seen as intended to influence the performance of that person's duties or decision making power. This section is not intended to limit any gifts given out of friendship, such as birthday gifts.

Unacceptable behaviour and serious misconduct

The acts and behaviours stated under the headings *Ethical Standards*, *Personal Behaviour*, *Conflict of Interest*, *Unacceptable Behaviour* and *Serious Misconduct* are for guidance only and are not exhaustive. You should understand that the distinction between Unacceptable Behaviour and Serious Misconduct is one of both degree and repetition.

In general, Serious Misconduct is wilful and/or deliberate and that is inconsistent with the continuation of the employment contract. It is also conduct that causes serious and imminent risk to the health and safety of a person or to the reputation, viability or profitability of Child Australia. Serious misconduct is likely to result in instant dismissal for a single offence. Proven

unacceptable Behaviour following an investigation may result in a range of disciplinary actions up to and including termination.

If you commit an act or persist in behaviour which is not listed, but which management considers is of a similar quality, you may be subject to disciplinary action, including dismissal.

Unacceptable behaviour

The following constitutes unacceptable behaviour and following investigation, will result in disciplinary action up to and including termination:

- Failure to follow Company policies or standard procedures;
- Misuse or unauthorised use of Company property (including intellectual property);
- Unauthorised absences from work;
- Posting offensive notices on Company premises or property;
- Preventing or hindering another employee from conducting their work;
- Wasting time or materials;
- Failure to complete rostered hours, unless sick or by reason of personal emergency;
- Failure to report a work-related accident;
- Continual lateness or lack of application to an assigned task;
- Violation of Child Australia's Discrimination, Harassment and Bullying policy;
- Use of abusive or offensive language to other employees, suppliers or clients;
- Sleeping during working hours; and
- Job performance at a level below that which is reasonably acceptable to Child Australia.

Serious misconduct

The following constitutes serious misconduct and, following an investigation, is likely to be dealt with by instant dismissal:

- Breach of confidentiality obligations;
- Falsification or theft or unauthorised destruction of Child Australia information or records;
- Unauthorised possession of the property (including intellectual) of Child Australia;
- Theft or wilful damage to Child Australia's property (including intellectual property);

- Public misrepresentation of Child Australia's operations, ethics, policies or professional practices, that has the potential to seriously damage the reputation or image of either Child Australia, its owners or any employee;
- Actions which deliberately or recklessly injure another employee or put the health, safety or welfare of an employee at serious risk;
- Reporting for work in a condition incapable of carrying out duties properly or safely;
- Attending the workplace (during normal business hours or after normal business hours for paid training or meetings) under the influence of drugs and/or alcohol
- Consumption of drugs (other than as prescribed by a registered medical practitioner) or alcohol on Company premises without authorisation;
- Physical assault or threat of physical assault of any person while on Child Australia premises or while representing or appearing to members of the public as representing Child Australia;
- Deliberate acts or omissions which jeopardise quality or safety;
- Any act which does or may lead to criminal charges, which in the reasonable opinion of Child Australia, affects your ability to effectively perform your duties or which may cause harm to Child Australia's reputation;
- Any conviction on a dishonesty related charge and;
- Access of pornographic or lewd material through the internet, whether displayed or stored on Child Australia equipment or sending or receiving lewd emails.
- Refusal to carry out lawful and reasonable instructions consistent with the employment contract

BREACHES OF POLICY

The consequences of a breach of this policy will vary depending on the type and seriousness of the breach and will be at the discretion of Child Australia. Depending on the circumstances, Child Australia may take disciplinary action against you up to and including termination of employment.