

Quality Code of Conduct for Creativity Inc

The Quality Code of Conduct aims to provide a clear statement of Creativity Inc's expectations of its employees, volunteers and Management Committee members in respect to their professional and personal conduct.

Quality Code of Conduct Statement

Creativity Inc takes seriously its obligations to comply with all Federal, State and Local Government laws and regulations as well as common law obligations, and ensures all parties observe the Vision, Mission and Core Values of Creativity Inc - as contained in the Creativity Inc Strategic Plan and updated from time to time by the Management Committee.

It is expected that all employees, volunteers and Management Committee do this by adhering to the following:

- Abiding by the Quality Management System that contains System Flow Charts, Policies, Procedures and Related documents that drive the Vision, Mission, Values and philosophy of Creativity Inc.
- Observe all relevant rules of Creativity Inc including those specified in the Constitution and any others determined by the Management Committee or the membership of the organisation.
- Abide by the principles contained within the United Nations (UN) Convention on the Rights of Persons with Disabilities.
- Abide by all relevant and applicable legislation, with particular regard to discrimination, equal opportunities and Workers Health and Safety (WHS) legislation.
- Adhere to all the relevant accounting procedures of Creativity Inc.
- Promote Creativity Inc, its staff, management and Management Committee in a positive manner at all times.
- When dealing with Clients, their Families and Carers, Government and funding stakeholders and all other relevant stakeholders, ensure that information shared is objective and represents the interests of individual clients and Creativity Inc. Where an individual staff member, volunteer or other is unsure of such positions they should refer to and follow the Communications System Flow Chart and talk to their supervisor and/or Management.
- Not discuss or disclose confidential or private information pertaining to Creativity Inc, clients receiving a service from Creativity Inc, their families, staff, volunteers or external parties except when authorised to do so.
- Not falsify any of the Creativity Inc's records.
- Not come to work while affected by drugs or alcohol.

- Not accept or solicit gifts or benefits that could be reasonably seen as an inducement to act in a particular way, or place you under obligation directly or indirectly that compromise your position or affects a client receiving a service from Creativity Inc.
- Not have inappropriately intimate or sexual relationships with a client receiving a service from Creativity Inc.
- Not take a client receiving a service from Creativity Inc to private homes unless duly authorised and programmed by a supervisor and only after appropriate WHS inspections have been conducted and approved.
- Not be accompanied by any person whilst working on a shift, apart from those approved by the Individual Plan of a client or the program they are participating in and as advised by a supervisor.
- Not bring animals/pets to a shift.
- Not carry on a private business from Creativity Inc premises or use the organisation's resources for a private business.
- To follow grievance procedures to try to resolve any conflicts with staff or members of Creativity Inc.
- Not engage in harassment or bullying behavior in any form with staff, volunteers, and clients receiving service from Creativity Inc or their families.
- Not abuse, physically or verbally, clients receiving a service from Creativity Inc, staff or volunteers of Creativity Inc.
- In delivering services, to do so to the best of your ability.
- Wear appropriate clothing and footwear that is not offensive to client receiving a service from Creativity Inc, staff or volunteers.
- Respect the property, equipment and resources of Creativity Inc, ensuring it is secured against theft or misuse and not been used for personal purposes unless permission has been granted by the management of Creativity Inc.
- Abide by Creativity Inc's smoke free workplace statement.
- Always put safety first and do your utmost to comply with WHS requirements.

In addition to the above, managers, supervisors and committee members agree to the following:

- Observe all the rules of Creativity Inc including those specified in the Constitution, the Associations Incorporation Act 1984 and any others set by the Management Committee or the membership of Creativity Inc.

- Ensure that the CEO and other staff members are supported in exercising appropriate delegations for the day-to-day operations of Creativity Inc.
- Do not condone, permit or fail to report any breaches of the above code by staff or volunteers under your supervision.

Failure to comply with Creativity Inc's Code of Conduct can lead to disciplinary action being taken, or instant dismissal in the case of serious misconduct.

I understand and agree to abide by the Code of Conduct of Creativity Inc.

Name _____ **Date** _____

Signature _____

Please note that every individual employee, volunteer and Management Committee Member should sign and date this statement and return it to Human Resources for filing.