



1.12 Code of Conduct Policy

Professional relationships between Workforce Partners Australia (WPA) staff, Apprentices, Trainees and Clients.

Workforce Partners Australia staff are expected to behave in a way that promotes the safety, welfare and well-being of its apprentices, trainees and Host Employers (Clients).

While not all staff are required to manage and supervise employees, apprentices, trainees and or have direct contact with clients, it is important for all staff to understand and observe this policy and related policies. Staff who work with young people have a moral and ethical responsibility in presenting themselves as appropriate role models for those young people. Modelling effective leadership and respect in interactions with young people can have a profoundly positive influence on a young person's personal and social development. A professional relationship may be compromised if a staff member:

- Invites Workforce Partners Australia employees (apprentices & trainees) or clients to join their electronic social networking site or accept invitations from these groups to join theirs.
- Attends parties or socialises with Workforce Partners Australia employees (apprentices & trainees) or clients.
- Invites Workforce Partners employees (apprentices & trainees) or clients back to your home or attend their home or accommodation without an appropriate professional reason.

Expectations and principles for appropriate behaviour with children in accordance with Standard 3 of the Child Safe Standards

All staff of Workforce Partners Australia are responsible for supporting the safety, participation, wellbeing and empowerment of children they come into contact with and must:

- Adhere to WPA Child Safe Policy at all times and abide by Workforce Partners Australia commitment and obligation to creating a child safe organisation;
- Treat children with respect, including valuing ideas and opinions;
- Take all reasonable steps to protect children from abuse by being vigilant to signs of abuse;
- Provide a welcoming, inclusive and safe environment for all children and young people;
- Promote the cultural safety, participation and empowerment of all children;
- Work with children in an open and transparent way. For example, by ensuring that where appropriate, interactions with children can be observed by other adults;
- Disclose any information of charges, convictions of abuse and all other offence history in accordance with Workforce Partners Australia requirements
- Undertake a Police Check and Working with Children Check or have a valid and current VIT registration (as stipulated in all Employment Contracts and Position Descriptions);
- Notify Workforce Partners Australia Management of any charges, convictions of abuse and all other offences that occur subsequent to the Working with Children Check or Police Checks having been undertaken.
- Challenge unacceptable behaviour and report all allegations of suspicions of abuse to Workforce Partners Australia designated Child Safety Officers;

- Respect the privacy of children and their families and only disclose information to people on a need to know basis and in accordance with privacy legislation;
- Encourage children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them;
- Recognise the needs of children from different backgrounds, cultures or with different capabilities and ensure their safety through ensuing behaviour that is both culturally, emotionally and physically safe and appropriate, in particular: Aboriginal and/or Torres Strait Islander children; Children from Culturally and/or Linguistically Diverse backgrounds; Children with a disability.

Staff of Workforce Partners Australia must not:

- Develop inappropriate relationships with children or young people;
- Display violence behaviour towards a child;
- Ignore or disregard any concerns, suspicions or disclosures of child abuse;
- Initiate unnecessary physical contact with children or exhibit behaviours with children which may be construed as inappropriate;
- Put children at risk of abuse (for example, by allowing unnecessary one-adult/one-child encounters to occur)
- Conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person;
- Engage in open discussions of a mature nature in the presence of children;
- Use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with, or in the presence of, a child or young person;
- Discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability;
- Use any computer, mobile phone, or video and digital camera to exploit or harass children or expose children to offensive or sexualised content;
- Exchange personal contact details with a child such as phone number, social networking sites or email address, unless necessary;
- Contravene Workforce Partners Australia Social Media Policy;
- Have contact with a child client or their family outside of Workforce Partners Australia, unless necessary (such as providing details to client's family regarding treatment).

The following is guidance relating to specific situations relevant to standard Workforce Partners Australia operations that would regularly involve interactions with a child or young person.

Interviews:

All interviews involving a child or young person must be conducted in a safe, supportive and appropriate manner. This can be achieved through:

- If an interview is to be conducted at a location where some other person has responsibility for the protection of a young person (e.g. school) that permission of the relevant person is obtained prior to the interview;
- A parent or guardian of a child must be invited to attend any interview that that child participates in with a Workforce Partners Australia staff member. Where a parent or guardian declines or doesn't attend, the interviewer must have another adult present for the entire duration of the interview/s;
- If an interview with a child is conducted without the parent or guardian present, then both interviewers either need to be the same gender as the child, or at least one interviewer must be the same gender as the child;
- Interviews with a young person should be preferably conducted in a location that provides clear vision of the interview being conducted and its participants to other people in the immediate area.

Meetings:

All meetings involving a child or young person must be conducted in a safe, supportive and appropriate manner. This can be achieved through:

- Any standard operational meetings (such as routine site visits, safety inspections, or where general feedback is being provided) with a child or young person is to be conducted with a second adult present;
- Meetings with a young person should be preferably conducted in a location that provides clear vision of the interview being conducted and its participants to other people in the immediate area;
- Any meeting of a performance or disciplinary nature with a child must be conducted in the presence of a parent or guardian;
- Any meeting of a performance or disciplinary nature with a young person must be conducted in the presence of two Workforce Partners Australia staff members.

Providing Transportation:

- Workforce Partners Australia staff are only permitted to provide transport to a child or young person if no other reasonable option is available.
- Use of a private vehicle for this purpose is not permitted.
- Workforce Partners Australia staff are not permitted to provide transportation to a child or young person without another adult present.
- Workforce Partners Australia staff can only provide transportation to a child with permission from a parent or guardian.
- Transportation of an injured worker or student by a Workforce Partners Australia staff member is not permitted (refer to the First Aid and Transportation of Injured Workers and Students Policy).

All employees (apprentices & trainees) must;

- Complete the Workforce Partners Australia site specific induction program prior to commencing employment;
- Be provided with a link to the Workforce Partners Australia Employee Handbook and Code of Conduct located on the Workforce Partners Australia website upon enrolment (or provided with a hardcopy on request if the student has issues accessing the internet outside of school hours);
- Comply with all induction instructions and the requirements in the Code of Conduct;
- Be instructed in hazards relevant to the work being undertaken and precautions to take;
- Not operate plant or equipment without receiving appropriate instruction and training and receiving authorisation to do so;
- Co-operate and comply with all instructions provided to ensure their safety and wellbeing.

Reporting any breaches of the Code of Conduct relating to the Child Safety Standards

All staff are obliged to report any breaches of the Code of Conduct that relate to the Child Safety Standards to the Child Safety Officer or appropriate person. In instances where a reportable allegation has been made, the matter will be managed in accordance with Workforce Partners Australia Child Safe Policy and Statement of Commitment which may include referral to Victoria Police.

Protecting Confidential Information

Workforce Partners Australia collects and stores confidential information. Unauthorised disclosure may cause people harm or give an individual or competitor an improper advantage. Workforce Partners Australia integrity and credibility may be damaged if it cannot keep information secure.

As a Workforce Partners Australia staff member or contractor, you must only use work related information for the work-related purpose it was intended.

You must make sure that confidential information, in any form, cannot be accessed by unauthorised people. Sensitive information must only be provided to people, either within or outside Workforce Partners Australia who are authorised to access it. You should always exercise caution and sound judgment in discussing other people's personal information with other Workforce Partners Australia staff, partners and host employers. Normally information should be limited to those who need to know in order to conduct their duties, or to those who can assist in carrying out our work because of their expertise.

Professional Responsibilities

Staff and contractors are responsible for their own behaviour and are required to conduct themselves in the following manner with regard to every undertaking associated with Workforce Partners Australia:

- Be honest, open and transparent and report improper conduct;
- Immediately disclose any behaviours which have resulted in police involvement to the relevant Manager;
- Behave honestly and with integrity;
- Demonstrate compassion and respect for others;
- Avoid behaviours that discriminate, harass or bully;
- Use Workforce Partners Australia property and money efficiently, carefully and honestly with due authorisation and without misappropriation;
- Comply with lawful and reasonable instructions;
- Behave in a way that upholds the values, integrity and reputation of Workforce Partners Australia;
- Not violate or cause others to violate health and safety regulations;
- Not victimising others who reports a breach in policy;
- Not attend work under the influence of prohibited drugs or alcohol;
- Not use Workforce Partners Australia equipment or property for private purposes without prior approval;
- Not use authority or office for personal gain;
- Maintain and protect Workforce Partners Australia confidential information;
- Balance the interests of Workforce Partners Australia(employer) with your own responsibilities and commitments
- Be conversant with codes of other organisations/associations relevant to employees (apprentices & trainees) responsibilities and abide by all codes of organisations of which Workforce Partners Australia is a member or partner;
- Ensure that all contracts and terms of business are clear, concise and honoured in full, unless terminated or modified by mutual consent;
- Ensure that all communications are inclusive, informative, true and not misleading, respecting the moral standards and the dignity of the individual;
- Provide full disclosure of any personal conflict of interest;
- Comply with Workforce Partners Australia policies and procedures.

Breach of Law or Policy

Staff and contractors are required to comply with relevant laws and regulations. If you are unsure what laws and regulations apply please discuss this with the Senior Managers of Workforce Partners Australia. Employees are required to comply with policies and procedures of Workforce Partners Australia and that of our Client. Any breach of these policy may result in disciplinary action, up to and including termination of employment.

Definitions

Child means a person who is under the age of 18 years.

Child Abuse means any act committed against a child involving a sexual offence or an offence under section 49B(2) of the *Crimes Act 1958* or the infliction on a child of physical violence, serious emotional harm, or the serious neglect of a child.

Child Safe Standards as made under section 17(1) of the *Child Wellbeing and Safety Act 2005*.

Young person means a person between the ages of 18 and 21.

Related Policies

1.8 Child Safe Policy and Statement of Commitment

1.9 Conflict of Interest Policy

1.14 Equal Employment Opportunity (Discrimination, Harassment and Bullying) Policy

1.15 First Aid and Transportation of Injured Workers and Students Policy

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