

CODE OF CONDUCT DECLARATION

Welcome to UnitingCare Children, Young People and Families (Service Group). In order to deliver the best service to Children, Young People and Families, all staff are expected to observe the highest standards of ethics, integrity and behaviour during the course of their employment. The Service Group has in place a Code of Conduct which applies to all staff (paid and unpaid) and the Service Group Board of Management. The Code of Conduct is linked to our core values:

Service Group Core Values

Integrity: *we are ethical, honest and transparent in our decisions and actions.*

Respect: *we honour all people, acknowledge differences and uphold Dignity at all times.*

Hope: *we are inspired by the possibilities for all people to find their strengths and take control of their life choices.*

Courage: *we are willing to face challenges and be creative and imaginative in finding solutions.*

In carrying out their roles, all staff are accountable for their actions. It is the aim of the Code of Conduct Policy to establish a common understanding of the standards of behaviour expected of all staff working in this Agency. To assist in fostering a climate of ethical awareness, conduct and decision-making, staff may find it useful to refer to or consider the following six points when making decisions:

- Is the decision or conduct lawful?
- Is the decision or conduct consistent with Service Group policies and in line with the core values, goals and code of conduct?
- What will the outcome be for the staff member, work colleagues, service users and other parties?
- Do these outcomes raise a conflict of interest or lead to private gain at the Service Group's expense?
- Can the decision or conduct be justified and would it withstand public scrutiny?
- Would this be in breach of your professional code of ethical practice?

The Code of Conduct Policy cannot cover every possible situation which may arise. Staff who are uncertain of what to do in a particular situation should consult the Staff Manual (on the intranet), their Program-specific Policy Manual, or ask their Supervisor for guidance.

All paid and unpaid staff and prospective staff are asked to read and abide by the Code of Conduct Policy. The Code of Conduct Policy is split into the following sections:

1. Work and personal behaviour
2. Confidentiality and privacy
3. Conflict of interest
4. Guide to ethical decision making
5. Copyright
6. Acceptance of gifts or benefits
7. Service user relationships
8. Public statements
9. Dress code
10. Reporting
11. Post separation employment
12. Security
13. Sanctions
14. Procedures

Breaches of the Code of Conduct will be dealt with in accordance with the Performance Counselling and Discipline Procedures.