

General Principles
HACC Standard 3
ATQF Standard 1, 2, 6, 7, 8, 12
Review Date June 2011

Policy Number: GP3
Number of pages: 4
Attachments: Nil

POLICY REGISTER

Subject: Code of Practice

Primary Responsibility:

All Board members, Management and staff, contractors, students and volunteers

Policy Statement

Staff and Board members will recognise and act to support the stated aims, philosophy, projects and policies of WSCF. They will contribute to these and work towards the best possible standards of service to the community.

All Board members, staff, as well as contractors, students and volunteers representing the organisation, will at all times maintain an ethical and responsible standard of behaviour.

Staff and Board members will act in mutual respect and support of their fellow workers and projects of WSCF.

Staff and Board members will not be publically critical of their fellow workers or bring disrepute on the organisation. They will be willing to deal with difficult issues in a respectful way which aims to achieve positive outcomes for workers and WSCF, in accordance with WSCF policies and procedures.

WSCF will maintain high professional standards in all aspects of community education, workplace Training and Nationally Recognised Training, which safeguards the interests and welfare of participants.

Procedure

1. Board members will adhere to the following Code of Practice:
 - Support the aims of the organisation;
 - Observe all the rules of the organisation including those set out in the Constitution, the Associations Incorporation Act and any others set by the Board or the membership of the organisation (copies of which will be held by the Executive Officer and made available on request);

- Follow any policies and procedures set down in the Policy & Procedure Register (a copy of which will be made available as part of orientation to the Board and a copy of which will be available at each Board meeting);
 - Operate under the guidelines of OH&S legislation, EEO, Anti-Discrimination Act, Disability Services Act, Vocational Education and Training Act;
 - Attend Board meetings whenever possible, and if unable to attend, to send apologies;
 - Not act on matters without the consent or authorisation of the Board, including not interfering in the day-to-day operations of the organisation;
 - Adhere to all the accounting procedures of the organisation;
 - Represent the organisation in a positive way;
 - Represent the organisation at meetings and functions only with prior approval of the Board;
 - Not be publically critical of WSCF organisation or staff or bring disrepute on the organisation
 - Not discuss confidential issues with people outside of the organisation or with staff or members of the organisation without the consent of the Board in accordance with the Confidentiality Policy;
 - Declare any actual or perceived conflict of interest in accordance with the Conflict of Interest Policy.
 - Follow any procedures set down by the Board to try to resolve any conflicts with staff or members of the organisation;
 - Not abuse, physically or verbally, consumers, staff, contractors, students, volunteers or members of the organisation;
 - Treat other Board members and staff with respect and assist the group decision-making process.
2. Management and Staff, contractors, students and volunteers will adhere to the following Code of Practice:
- Support the aims of the organisation
 - Observe all the rules of the organisation including those specified in the Constitution and any others determined by the Board or the membership of the organisation;
 - Operate under the guidelines of OH&S legislation, EEO, Anti-Discrimination Act, Disability Services Act, Vocational Education and Training Act;
 - Adhere to all the accounting procedures of the organisation;
 - Represent the organisation in a positive way;
 - Not be publically critical of fellow staff or bring disrepute on the organisation
 - Not discuss confidential issues of the organisation with people outside the organisation in accordance with the Confidentiality Policy;
 - Not have unprofessional relationships with individuals from client organisations;
 - Declare any actual or perceived conflict of interest in accordance with the Conflict of Interest Policy;

- Not perform work duties when affected by drugs or alcohol;
- Not accept money from client organisations;
- Follow any policies and procedures set down in the Policy Manual;
- Not harass in any form staff of client organisations, other staff, contractors, students, volunteers or members of the organisation;
- Not abuse, physically or verbally, staff of client organisations, other staff, contractors, students, volunteers or members of the organisation;
- Ensure that client organisation rights are met;
- Ensure the Executive Officer and the Operations Manager are fully informed of any issue which requires decision making;
- Wear neat clothes appropriate to the type of work they are doing.

3. Qualifications

Staff, Board members and contractors will have appropriate qualifications and/or relevant industry experience.

Training contractors will have appropriate qualifications, industry endorsement and meet the Training Package Assessor qualifications.

4. Staff, contractors, students and volunteers will display the following attributes:

- The capacity to welcome and facilitate change;
- A commitment to life-long learning;
- An ability to work collaboratively with others;
- A capacity and preparedness to work in settings where resources are limited; and
- An understanding of, and commitment to, the principles of social justice.

5. Learning and Development Standards

All WSCF Learning and Development activities will safeguard the interests and welfare of Training participants. All WSCF Learning and Development activities delivered by WSCF will comply with appropriate government and industry standards.

WSCF staff and contractors will not discriminate against other staff or students during marketing, recruitment, delivery or assessment on the grounds of race, sexual preference, disability, belief or age. WSCF is committed to providing a fair and equitable learning environment for all course participants.

WSCF will maintain a learning environment that fosters the well-being and progress of participants. All Learning and Development activities will be conducted in an ethical and responsible manner. WSCF will provide adequate facilities and use appropriate methods and materials for course delivery relevant to the learning needs of participants.

Evaluation will form a part of all WSCF programs to ensure continual improvement of services including education and assessment materials and strategies.

6. Failure to comply with the "Code of Practice" will be dealt with in accordance with the Constitution in the case of Board members; and, either the Conflict Resolution Policy or the Staff Disciplinary Procedure in the case of staff, contractors, students or volunteers.

Adopted by Board on: 2/6/2009

CROSS REFERENCE

- GP4 Conflict of Interest Policy
- GP5 Privacy & Confidentiality Policy
- GP6 Conflict Resolution Policy
- SE7 Staff Disciplinary Procedure Policy
- G1 Roles & Responsibilities of Board Members Policy
- Board Orientation Kit
- Staff Induction Kit
- SE5 Volunteers & Student Placement Policy
- WSCF Training Client info
- WSCF Training Trainers Handbook