

Wyndham Community and Education Centre Inc Code

Policy name	CODE OF ETHICS
Responsible person	Board of Governance, CEO
Staff involved	All Staff and Volunteers
Review dates	Date approved: 25 November 2024 Next Review: 2026

Purpose

Wyndham Community and Education Centre Inc's **Code of Ethics** outlines a framework that guides Board of Governance, staff and volunteers to ensure the best possible standards of service delivery, ethical decision making, and professional and personal conduct.

As staff, educators, community services workers, and volunteers, we play a significant role and hold a position of trust and influence across our local communities.

Code

This Code outlines Wyndham Community and Education Centre Inc's (Wyndham CEC) expectations in relation to the standards of ethical behaviour and responsibilities expected of all Staff, Board Directors and Volunteers employed by, or involved in, the organisation.

The purpose of the **Code of Ethics** is to:

- Promote and maintain public confidence in Wyndham CEC as an organisation across services and programs.
- Guide ethical decision-making and responsibilities
- Encourage all staff and volunteers to aspire to high standards

The **Code of Ethics** embodies Wyndham CEC's vision, mission, values and commitment to democratic principles reflected throughout Wyndham CEC and the principles that underpin Wyndham CEC's approach to working inclusively with diverse communities. Integral to this **Code of Ethics** are the following Wyndham CEC documents and /or statements:

Vision

Improving lives - strengthening communities

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 25/11/2024 and supersedes all previous versions.

2024v1

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Mission

Wyndham Community & Education Centre Inc. will be a leader in education programs and community services in Wyndham City and surrounds.

Our programs and services will provide opportunities that lead to further education and employment pathways, enhance well-being and improve quality of life.

Values

Due to the diversity of staff, students, clients, Board of Governance and volunteers, Wyndham CEC is guided by the following set of values:

- Respect – being aware of and valuing other beliefs, cultures and opinions
- Integrity – being honest, ethical and accountable
- Commitment – consistently achieving our goals, values and purpose
- Inclusion – working together, connecting communities, celebrating diversity
- Responsiveness – consistently responding and adapting to meet community needs

Wyndham CEC promotes these values through:

- Providing access and equity to members of its community
- Implementation of its policies and procedures
- No tolerance of child abuse or racism

Democratic Principles

Wyndham CEC supports and promotes the principles and practice of Australian democracy including a commitment to:

- Elected government
- The rule of law
- Equal rights for all before the law
- Freedom of religion
- Freedom of speech and association
- The values of openness and tolerance

Principles of Practice

1. Service to Our Community

(meets above values of respect, commitment, inclusion and integrity)

- Staff, Board Directors and volunteers will ensure they understand the vision, values, statement of purpose and strategic plan of the organisation.
- Staff, Board Directors and volunteers will undertake to understand and respond to community needs from a social justice perspective.

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 25/11/2024 and supersedes all previous versions.

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- Staff, Board Directors and volunteers will demonstrate tolerance and respect for human rights and principles of fairness, equity, opportunity and dignity for all regardless of cultural background, race, gender, age, religion, political affiliation or disability.
- Staff, Board Directors and volunteers will behave honestly and fairly with each other, clients, students and stakeholders.

2. Professional Conduct and competence

(meets above values of integrity, commitment, inclusion and responsiveness)

- Staff, Board Directors and volunteers will ensure students and clients in programs are informed of their rights and responsibilities and are provided with accurate, honest and current information.
- Staff, Board Directors and volunteers will comply with relevant State, Federal and Local legislation, regulations and guidelines.
- Staff, Board Directors and volunteers will comply with Wyndham CEC's policies, procedures and codes.
- Staff Board and Board Directors will abide by the Child Safety Code of Conduct and annually commit to child safety by signing the code
- Staff, Board Directors and volunteers will represent Wyndham CEC in a professional manner
- Staff, Board Directors and volunteers will support the organisation publicly.
- Staff, Board Directors and volunteers will work cooperatively, as part of a team and commit to resolving conflict as it arises.
- Staff, Board Directors and volunteers will adhere to OH&S processes and will not act unsafely or put others at risk.
- Staff, Board Directors and volunteers will commit to excellence in delivery of programs and services at Wyndham CEC.
- Wyndham CEC will ensure that staff, Board Directors and volunteers possess and maintain professional knowledge and skills to competently perform their roles.

3. Integrity

(meets above values of respect, integrity, inclusion, commitment, responsiveness)

- Staff, Board Directors and volunteers will, at all times, act fairly, in good faith and without bias or prejudice.
- Staff, Board Directors and volunteers will maintain the integrity of the organisation through maintaining high professional standards, including appropriate standards of behaviour and conduct that does not cause harm to others.
- Staff, Board Directors and volunteers will ensure the confidentiality and privacy of students, clients and colleagues is respected and maintained at all times except when compelling moral, ethical or legal reasons exist.

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- Staff, Board Directors and volunteers will respect the integrity of other organisations that Wyndham CEC is involved with through partnerships or otherwise.
- Staff, Board Directors and volunteers will ensure that actual or potential conflicts of interest are declared.
- Wyndham CEC will use public resources in an appropriate and ethical way including being open and accountable for them.
- Wyndham CEC will commit to continuously improving its programs and services through ongoing monitoring, review and continuous improvement processes.

Breaches of this Code will be dealt with through the appropriate policies and procedures.

Any behaviour that is deemed criminal will be dealt with as required by the relevant legislation.

When a breach of the code is considered misconduct, a person could be suspended or stood down pending an investigation.

Staff and volunteers have recourse to the *Grievance Policy & Procedure* in the event of the above.

Related Documents

Legislation: Charter of Human Rights and Responsibilities Act 2006; ETRA 2006 (Vic).

Policies: Privacy Policy & Procedure, Gender Equality Policy & Procedure, Grievance Policy & Procedure, Workforce Diversity and Inclusion Policy & Procedure, Disciplinary Action and Termination of Employment Policy & Procedure

Other: Staff and Volunteer Codes of Conduct, Board of Conduct, Child Safety Code of Conduct, Strategic Plan, Vision, Mission, Values and Democratic Principles Statement, Rules of Association, Skills First Quality Charter, VIT Code of Conduct, Victorian Teaching Profession Code of Ethics, Workforce Diversity & Inclusion Plan