

Code of Conduct

1.0 Introduction, purpose, audience, scope and principles

This Code of Conduct applies to all ACSO (including McCormack Housing) people (i.e. employees, contractors, consultants, volunteers and students engaged by ACSO) and prescribes their expected and required behaviour. It is intended to communicate ACSO's expectations and standards of conduct.

2.0 Definitions

Conduct: The way in which ACSO people will behave in line with ACSO expectations and our values.

3.0 Policy Statement

1. **Our Vision** is for a community where everyone has the opportunity to thrive and prison is truly the last resort and our purpose is to strengthen the wellbeing of communities by advocating for and delivering services which divert people away from the justice system
2. All ACSO people will behave with dignity and respect and aspire to live **our organisational values** of:
 - a. **Integrity in all we do**
 - i. We are genuine in our relationships with clients and each other, always true to ourselves and courageous in our approach
 - b. **Belief in Humanity**
 - i. We believe that everyone deserves another chance and is entitled to opportunities which can help them to change their lives and realise their potential
 - c. **Passion**
 - i. Our heart and passion is at the core of everything we do
 - d. **Innovative Spirit**
 - i. We are willing to explore and develop new and innovative solutions and take on the challenges that confront us
3. All ACSO people will comply with the relevant legislation, client codes of practice and government policies in the jurisdictions where we deliver services including the NDIS Code of Conduct and DHHS Code of Conduct for Disability Workers
4. All ACSO people will maintain professional boundaries with our clients (past and present), at all times
5. All ACSO people will disclose current, perceived and potential conflicts of interest such as employment, financial, client and procurement of goods and services
6. All ACSO people will take reasonable care for their own personal safety and the safety of others who may be affected by our actions
7. All ACSO people will work co-operatively together. ACSO will **not** tolerate any form of misconduct or serious misconduct including and not limited to, assault, bullying, harassment, victimisation or discrimination

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8. All ACSO people will agree to uphold our commitment to the safety of children and young people as outlined in the ACSO Child Safe Policy. The Child Safe Code of Conduct in Appendix 1 will guide our interactions with children and young people in the physical and online environment.

5.0 Key Responsibilities

All ACSO people are required to comply with this policy.

6.0 Other Policies and Procedures to be Cross Referenced with this policy

All ACSO and McCormack Housing policies, procedures, guidelines, frameworks and templates.

7.0 Forms related with this policy

- [ACSO Code of Conduct infographic](#)

8.0 Review

Version	Date	Author	Reason	Sections
5.2	30 Jan 2023	MP&C	Due for review	No section
5.1	10/12/2020	Board	Approval	All
5	2/11/2020	CPO	Due for review	All
4.2	14/10/2014	SMHR	Due for review	All
4.1	18/06/2013	QIPO	Changed template	All
4.0	November 2010	CEO	Review of all HR policies	All
3.0	27 April 2007	CEO	Review of policy	All
2.0				
1.0				

Appendix 1 ACSO's Child Safety Code of Conduct

All ACSO people are responsible for the safety and wellbeing of children and young people who engage with ACSO and commit to the behaviours set out in the table below.

“children” or “child” includes all people under the age of 18.

I will:	<ul style="list-style-type: none"> • Display appropriate standards of behaviour towards children in physical and online interactions at all times; • Ensure the rights of children are respected, that they feel safe and protected and their concerns are taken seriously; • Promote the human rights, safety and wellbeing of all children interacting with ACSO; • Demonstrate appropriate personal and professional boundaries at all times; • Create an environment that promotes and enables the participation of children; that is culturally safe and inclusive for children and their families.
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	<ul style="list-style-type: none"> • Identify and mitigate risks to children’s safety and wellbeing as required by ACSO’s policy or processes. • Respond to any concerns or complaints of child harm or abuse promptly and in line with ACSO’s policy and procedure for receiving and responding to complaints. • Report all suspected or disclosed harm or abuse to children as required by ACSO’s policy and procedure.
I will NOT:	<ul style="list-style-type: none"> • Engage in any unlawful activity with, or in relation to, a child. • Engage in any activity that is likely to physically, sexually or emotionally harm a child. • Unlawfully discriminate against any child or their family members. • Be alone with a child unnecessarily. • Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to ACSO’s activities. • Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so under ACSO’s policy and procedure on reporting. • Use inappropriate language in the presence of children or show or provide children with access to inappropriate images or material. • Work with children while under the influence of alcohol or prohibited drugs. • Ignore or disregard any suspected or disclosed child harm or abuse.

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