

<b>Policy Name and ID Code</b>	<i>Code of Conduct - HR 5.0</i>
<b>Version</b>	<i>V5</i>
<b>Inclusion Foundation</b>	<i>All references to Inclusion Foundation are inclusive of all Inclusion Foundation programs including but not limited to emotion21 &amp; Impact21 unless otherwise specifically stated.</i>
<b>Responsibility</b>	<i>CEO</i>
<b>Date of Currency</b>	<i>May 2022</i>
<b>Date of next review</b>	<i>March 2024 or following a change in related regulation or guidelines or a reportable incident</i>
<b>Relevant standards</b>	<i>NDIS Quality and Safeguards Commission – July 2019 NDIS Practice Standards and Quality Indicators – Nov 2021 NDIS Code of Conduct</i>

### **Our Vision**

The Inclusion Foundation is a for-purpose-charity that champions the inclusion of people with Down syndrome. We see an inclusive world where people with Down syndrome are equal, active and respected members of society. Together, we stand proud, we raise our hands in the air, and we say to society, to business, to governments, to everyone, and to anyone... Count me in!

### **Purpose**

To ensure that all Inclusion Foundation staff, contractors, volunteers, participants and families:

- are aware of Inclusion Foundation’s commitment to providing a safe environment to participants, vulnerable children, youth and adults
- understand how the NDIS Quality and Safeguards Commission Code of Conduct are applicable to the Inclusion Foundation service and it’s practice

This Code of Conduct defines our Core Values and states how we conduct ourselves in our work on behalf of Inclusion Foundation and at all times when wearing Inclusion Foundation branded clothing in a public or private setting. It represents the culture we strive to achieve and provides a shared understanding and expectation of how we behave as individuals, towards each other, our participants and their families, our partners, volunteers and supporters.

This code is underpinned by the NDIS Code of Conduct and supplements our legal obligations in areas such as Workplace Health and Safety, Child Safety, Equal Opportunity and Privacy and the Charter of Human Rights. It applies to all Inclusion Foundation staff, contractors and volunteers who are required to abide by this Code.

NDIS Code of Conduct: <https://www.ndiscommission.gov.au/providers/ndis-code-conduct>

## **THE NDIS CODE OF CONDUCT**

The NDIS code of Conduct requires workers and providers delivering NDIS supports and services to do the following in providing those supports and services:

1. Act with respect for individual rights to freedom of expression, self-determination and decision-making in accordance with applicable laws and conventions
2. Respect the privacy of people with disability
3. Provide supports and services in a safe and competent manner, with care and skill
4. Act with integrity, honesty and transparency
5. Promptly take steps to raise and act on concerns about matters that may impact the quality and safety of supports and services provided to people with disability
6. Take all reasonable steps to prevent and respond to all forms of violence against, and exploitation, neglect and abuse of, people with disability
7. Take all reasonable steps to prevent and respond to sexual misconduct

Inclusion Foundation staff, contractors and volunteers (referred below as “we”) are united by our Vision and behave in a way that is aligned to our Core Values of; be proud, act with kindness, show courage, open heart and mind, see the person, always.

**Be Proud** – Whether it’s engendering pride in those with Down syndrome or taking pride in striving towards our vision, being proud is critical to all that we are, all that we do, and all that we want to overcome. This is how we demonstrate **pride**:

- We celebrate wins and achievements – big and small.
- We reflect on highs and lows as learning moments.
- We share our stories with each other and with others.
- We own our success and failures as learning to make us better.

**Act with Kindness** – Without exception or excuse, kindness is a non-negotiable within the Inclusion Foundation, while a more kind society to those with Down syndrome is a key objective we seek to achieve. This is how we demonstrate **kindness**:

- We are patient and empathetic.
- We listen to connect and understand and lead by example.
- We validate all emotions
- We create a safe space through forgiveness and understanding.
- We are human.

**Show Courage** – From dealing with day-to-day obstacles, to striving to achieve our important goals, our journey is one that needs a lot of courage. The courage to be yourself. The courage to highlight what’s wrong and stand up for what’s right. And the courage to keep going. Always. This is how we **show courage**:

- We disrupt and we innovate.
- We push boundaries and challenge the status quo.
- We challenge ableism.
- We have and value challenging conversations.

**Open Heart and Mind** – We are a head and heart organisation. Open your heart to others, show empathy and compassion, embrace difference and diversity. But equally, open your mind to new ideas and new ways to do things. Be open to change. Be open to inclusion. This is how we demonstrate an **open heart & mind**:

- We listen so others can be heard, and we can understand.
- We grow together by seeing every interaction as an opportunity to learn.
- We share learnings whilst being curious.
- We welcome feedback to learn from our mistakes.
- We give feedback with compassion and dignity.
- We set high expectations so we can grow.
- We are open to other's differences because differences are amazing, and we can learn from them.

**See the Person, Always** – Inside every body, behind every face, underneath all levels of human ability is a person with a unique story. Understanding and being empathetic to an individual's story, their abilities, their perspective, and their family, is core to all that we do. This is how we **see the person**:

- We listen & engage actively.
- We respect people's rights.
- We champion and create accessibility.
- We celebrate individuality.
- We embody authenticity.

Each employee, contractor or volunteer must sign off on the following declaration:

I am aware that I **must not** engage in specific inappropriate behaviours with children, young people or any person in the Inclusion Foundation community that include but are not limited to:

- shame, humiliate, oppress, belittle or degrade people
- unlawfully discriminate against any person
- engage in any activity with a person that is likely to physically, psychologically or emotionally harm them
- initiate unnecessary physical contact with a child or young person or do things of a personal nature for them that they can do for themselves
- be alone with a child or young person unnecessarily and for more than a short time
- develop a 'special' relationship with a specific child or young person for my own needs
- show favouritism through the provision of gifts or inappropriate attention
- accept any money, gifts, benefits or commissions from service users (or any related party) which are given with the aim to influence an aspect of service delivery
- accept any money, gifts, benefits or commissions from service users (or any related party) which would constitute a breach of Inclusion Foundation's Code of Conduct and/or any Inclusion Foundation Policy
- seek to make or arrange contact (including online contact) and/or spend time with any child or young person outside the accepted Inclusion Foundation program classes or Inclusion Foundation events
- photograph or video a child or young person without the consent of the person or and their key support person
- work with children or young people while under the influence of alcohol or illegal drugs
- use inappropriate language in the presence of Inclusion Foundation participants
- disclose information that identifies Inclusion Foundation participants or their families or make it available to the general public, including sharing on social media without consent.
- share my personal contact details (email, phone numbers, social media sites, address etc.) with any Inclusion Foundation participant, without explicit approval from my line manager and clarity of purpose
- ask for or accept the personal contact details (email, phone numbers, social media sites, address etc.) of any Inclusion Foundation participant without approval from my line manager and clarity of purpose
- do anything in contravention of Inclusion Foundation's policies, procedures or this Code of Conduct.

### **Breach of the Code**

Inclusion Foundation treats breaches of this Code seriously. All staff, contractors and volunteers have a responsibility to act consistently with the behaviours of this code. Failure to comply with the expectations set out in this Code may lead to disciplinary action or termination of employment as a staff member or the ending of your engagement as a contractor or volunteer.

Any breach of the law will be referred to the police.

### **Reporting a breach of the Code**

If you believe a breach of this Code has occurred in Inclusion Foundation you are required to raise your concerns informally in the first instance with the person concerned (where you feel you can) or with your line manager. Where you feel unable to raise your concerns as described or your line manager has not taken action that you believed necessary to protect the safety and wellbeing of a participant you should formally contact the Chief Executive Officer. If the concern relates to the Chief Executive Officer, you should contact the Chairman.

This Code does not affect your right to approach an external agency in relation to your complaint with the NDIS Quality and Safeguards Commission <https://www.ndiscommission.gov.au> For information relating to employees the Fair Works Commission [www.fwa.gov.au](http://www.fwa.gov.au)

### ***Signed Acceptance of the Inclusion Foundation Code of Conduct***

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>Document history</b>				
<b>Location of Master</b> - <a href="#">2022 Code of Conduct .docx</a>				
<b>Date of review</b>	<b>Version</b>	<b>Reviewed by</b>	<b>Endorsed by</b>	<b>Notes</b>
January 2017	V1.0	Chief Executive Officer	Board 9/02/2017	
May 2017	V2.0	NDIS/DHHS Project Officer	Board 22/05/2017	in response to findings from Stage 1, Independent audit
February 2018	V2.0	NDIS/DHHS Project Officer	CEO	Reviewed, no change
June 2020	V3.0	Program Director	CEO & FARM Chair	Made inclusive of Impact21 Updated the vision statement Made current with the NDIS Quality and Safeguards Commission registration requirements and NDIS Practice Standards 2020 V3
May 2022	V4.0	SS Manager	CEO	Updated branding and name to Inclusion Foundation Updated vision statement Updated Values