

REACH GUIDELINES

CODE OF CONDUCT



PURPOSE

The Code of Conduct is a framework that shapes and underpins Reach culture and provides guidelines on the behaviours expected of everyone connected to Reach either as an employee or volunteer. Reach's Board and management are committed to implementing and promoting this Code of Conduct. Behaving consistently with these guidelines is the responsibility of everyone at Reach.

The Code of Conduct has been written to demonstrate Reach's ongoing commitment to behaviour and action that aligns to our organisational values and commitment to ethical practice. This code should be read in conjunction with organisational policies and crew-specific guidelines relating to youth-work best practices.

DOCUMENT CONTROL

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Policy Owner:	HR Manager	Next Review Date:	3 years
Approver:	Board	Version No:	1
Date approved:	30/10/2014	Version approved:	30/10/2014

RELATED DOCUMENTATION

- Issue and Grievance Resolution Policy (Internal / External)
- Equal Opportunity and Anti-Discrimination Policy
- Bullying and Harassment Policy
- Young Person Wellbeing Policy (Internal / External)
- Whistleblower Policy
- OH&S Policy
- [Under development] Crew-specific conduct guidelines

STANDARDS OF BEHAVIOUR

The Code of Conduct provides a set of behavioral guidelines but is not an exhaustive list of expectations. It is expected that individuals will use common sense and best judgment when addressing issues, and seek guidance from their manager, General Manager, Human Resources Manager or Learning and Development if the best course of action is not clear.

1. We will demonstrate respect in our actions, decisions and communication

- Maintaining appropriate professional boundaries with young people and conducting ourselves in a manner consistent with our position as positive role models
- Respecting the rights, dignity and worth of all people, regardless of gender, ability, age, cultural background, religion, sexual preferences or lifestyle choices
- Respecting the privacy of everyone and exercising our right to reveal or not reveal our own private information, especially when attending Reach workshops and events
- Keeping information and stories revealed by anyone during a Reach workshop confidential, unless there is a risk of harm to that person or others. If risk of harm is suspected, your responsibilities are to raise your concern with the relevant Reach Wellbeing professional for advice or assistance.

2. We will act, make decisions and communicate with integrity

- Committing to deliver high quality work to achieve the Reach vision and mission
- Using our resources in the most efficient and ethical way possible
- Responsibly assessing risk and managing the safety of all work and activities for everyone
- Ensuring financial integrity by fulfilling our obligations to funders and using Reach funds for the purposes intended
- Avoiding situations where private interests could conflict or compromise our obligations to Reach; where this is unavoidable, the conflict must be discussed with line management
- Empowering and supporting others to take responsibility for their own actions
- Adhering to all our legal responsibilities and abiding by all Reach policies.

3. We will enable connection through our actions, decisions and communication

- Communicating with each other with respect and empathy
- Responding to grievances, concerns or issues consistent with our issue and grievance resolution policy and committing to hearing the voice of others.

4. We will support and promote organisational, personal and professional growth

- Supporting creativity, innovation and new ideas
- Responding to the needs of our stakeholders in a way that keeps the best interests of young people, and achieving the Reach mission, in mind.

5. We will communicate with others with honesty

- Creating and supporting safe spaces that will enable genuine and authentic communication and connection
- Committing ourselves to being honest in our communication with others at Reach, even if this is sometimes difficult.

6. We will inspire and promote passion in all elements of our lives – work and personal

- Committing to our own personal development and Hero's Journey
- Supporting others in their development and Hero's Journey.

BREACHES OF THE CODE OF CONDUCT

Any breach of Reach's Code of Conduct is a breach of behaviour and action that aligns to our organisational values and commitment to ethical practice. A breach may therefore result in disciplinary action, up to and possibly including termination of the individual's contract of employment or engagement.

QUESTIONS OR CONCERNS

If you have any questions or concerns about a breach of the Code of Conduct, you can talk to your manager, General Manager, Human Resources Manager or Learning and Development.

If you are worried about the safety of a young person you must talk to the Reach Wellbeing team.