



<b>Title</b>	<b>Code of Conduct</b>
<b>Purpose</b>	<p>Permanent Care and Adoptive Families (PCA Families) is committed to maintaining the highest ethical standards in all aspects of its business.</p> <p>The Code of Conduct sets out the basic principles and rules to be followed when working for or representing PCA Families.</p>
<b>Scope &amp; Eligibility</b>	The Code of Conduct applies to Directors, employees, volunteers, and contractors. Employees are also obligated to comply with the provisions of their employment contract and the relevant industrial award. Volunteers are also obligated to comply with the provisions of their volunteer agreement. In the event of any conflict, the provisions of the award and the relevant employment contract will apply.
<b>Responsibility</b>	It is the responsibility of the CEO to review and maintain this policy on an annual basis. All reviews must be approved by the Board.

## 1. General requirements

- 1.1 PCA Families' Code of Conduct requires that Directors, employees, volunteers, and contractors:
- Exercise their powers, perform their functions, and discharge their duties honestly, in good faith and for a proper purpose without seeking a benefit for themselves
  - Act with care and diligence, ethically and in the best interests of PCA Families
  - Treat everyone with respect and courtesy, and without harassment or intimidation. Provide a welcoming, inclusive, and safe environment that supports and values the ideas and opinions of all, regardless of their race, colour, gender identify, sex, sexual orientation, language, religion, political or other opinion, national, ethnic, or social origin, culture, property, disability, or other status
  - Comply with all applicable Australian laws and PCA Families' policies
  - Comply with any lawful and reasonable direction given by PCA Families
  - Manage information that is confidential or privileged appropriately and according to the relevant legislation, contracts and other requirements applying to PCA Families. Such information is not disclosed unless required by law or agreed to by PCA Families.
  - Take reasonable steps to avoid any conflict of interest (real or perceived) and disclose details of any material personal interest in connection with their position or that relates to the affairs of PCA Families.
  - Use PCA Families resources in a proper manner for a proper purpose without unnecessary wastage
  - Not provide false or misleading information in response to a request for information that is made for official purposes in connection with their position
  - Not improperly use their position, information obtained through their position, their duties, status, power, or authority to:
    - a) Gain, or seek to gain, a benefit or an advantage for themselves or any other person, or
    - b) Cause, or seed to cause, detriment to PCA Families, or any other person

- At all times behave in a way that upholds PCA Families values and principles, and the integrity and good reputation of PCA Families
- promote the cultural safety, participation, and empowerment of Aboriginals
- promote the cultural safety, participation, and empowerment of those with culturally and/or linguistically diverse backgrounds
- Notify The Chief Executive Officer (CEO), Chair or Deputy Chair immediately of any possible or known breach.

## 2. Child safe requirements

### 2.1 Directors, employees, volunteers, and contractors are:

- responsible for supporting and promoting the safety, participation, wellbeing and empowerment of children and young people who engage with PCA Families
- required to observe child safe principles and expectations for appropriate behaviour by adults towards and in the company of children.

### 2.2 Directors, employees, volunteers, and contractors:

- always adhere to PCA Families' Child Safe Policy
- take all reasonable steps to protect children from abuse
- listen and respond to the views and concerns of children, particularly if they have stated that they or another child have been abused and/or are worried about their safety or the safety of another child
- treat everyone with dignity and respect
- promote the cultural safety, participation, and empowerment of Aboriginal children
- promote the cultural safety, participation, and empowerment of children with culturally and/or linguistically diverse backgrounds
- promote the safety, participation, and empowerment of children with a disability
- model appropriate adult behaviour in an open and transparent way
- respect the privacy of parents/carers and children by only disclosing personal information when necessary
- where child abuse is suspected, ensure that children are safe and protected from harm as quickly as possible
- report any allegations of child abuse to PCA Families' Child Safety Officer or CEO and ensure that any allegation is reported to the Victoria Police or Child Protection
- understand and comply with all reporting and/or disclosure obligations, including mandatory reporting and reportable conduct
- encourage children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them
- Work with children in an open and transparent way – other adults should always know about the work you are doing with children
- Comply with PCA Families guidelines on physical and digital contact with children

2.3 Directors, employees, volunteers, and contractors must NOT:

- Seek to use children in any way to meet the needs of adults
- Ignore or disregard any concerns, suspicions or disclosures of child harm, abuse, or exploitation
- Use prejudice, oppressive behaviour, or language with children
- Engage in rough physical games outside the context of a PCA Families’ approved sport/physical activity
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes
- Develop ‘special’ relationships with specific children or show inappropriate favouritism through the provision of gifts or attention.
- Put children and young people at risk of abuse (for example, by allowing unnecessary one-adult/one-child encounters to occur)
- Conduct a sexual relationship with a child or young person, or indulge in any form of sexual contact with a child or young person
- Engage in open discussion of a mature nature in the presence of children and young people
- Use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with, or in the presence of, a child or young person
- Discriminate against any child or young person, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity, or disability
- Use any computer, mobile phone, or video and digital camera to exploit or harass children and young people or expose them to offensive or sexualized content
- Exchange personal contact details such as phone number, social media or networking sites, or email addresses with children.
- Have unauthorised contact with children and young people online or by phone outside of PCA Families program activities.

**3 Breach of requirements**

Breach of this code of conduct may result in performance and or disciplinary action.

**4. Approvals and Revision**

Date	Version	Responsible Officer	Revision Description
5/12/2012	1.00	Chief Executive Officer	New Policy
5/1/2017 & 5/5/2019		Chief Executive Officer	Bi-Annual review
1/6/2022	1.00		New Policy

DIRECTOR / EMPLOYEE / VOLUNTEER / CONTRACTOR AGREEMENT: I agree to abide by the Code of conduct.		
Name	Signature	Date