



Policy Name and ID Code	<i>Code of Conduct - HR 4.0</i>
Version	<i>V3</i>
e.motion21 and Impact21	<i>All references to e.motion21 is inclusive of all e.motion21 programs including but not limited to Impact21 unless otherwise specifically stated.</i>
Responsibility	<i>Chief Executive Officer</i>
Date of Currency	<i>August 2020</i>
Date of next review	<i>April 2022 or following a change in related regulation or guidelines or a reportable incident</i>
Relevant standards	<i>NDIS Quality and Safeguards Commission – July 2019 NDIS Practice Standards and Quality Indicators – Jan 2020 Version 3 NDIS Code of Conduct</i>

Our Vision

We believe in an inclusive future where people with Down syndrome and intellectual disability are flourishing and active contributors to society economically, socially and creatively. We do this through Moving Bodies, Moving Boundaries and Moving Minds. This is what we stand for, and how we are making Australia a better place.

Through dance, fitness, education and employment programs we are enhancing lives and changing perceptions of Down syndrome and intellectual disability within society.

Purpose

To ensure that all e.motion21 staff, contractors, volunteers, participants and families:

- are aware of e.motion21'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 e.motion21 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 e.motion21 and at all times when wearing e.motion21 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 e.motion21 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

e.motion21 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 Respect, Learn, Care and Fun.

RESPECT – to show due regard for the feelings, wishes, rights of others. We demonstrate **respect** by:

- treating everyone with respect, courtesy, honesty and fairness, and having proper regard for their interests, rights, safety and wellbeing;
- valuing and acknowledging the opinions and contributions of everyone;
- not harassing, bullying or discriminating against anyone;
- being punctual and arriving at all e.motion21 events fully prepared, dressed appropriately and ready to fulfil your designated role;
- operating under the direction and supervision of nominated team member;
- complying with all e.motion21 policies and procedures, including complying with e.motion21’s guidelines on contact with children and the Child Safety Policy, Charter of Rights, Diversity Policy and Workplace Health and Safety Policy;
- respecting the confidentiality and privacy of all information as it pertains to individuals, including getting permission from the person or their key support person for all visual and auditory recording of any aspect of e.motion21 events or my participation (this includes mobile phone photos/videos).

LEARN - gain or acquire knowledge of or skill in (something) by study, experience, or being taught. We demonstrate **learning** by:

- participating in all relevant induction and training programs for my specific role in the organisation;
- continuously improving and allowing room for experimentation and mistakes;
- sharing information, knowledge and experience;
- acting as a positive role model in my conduct with children and young people;
- having high expectations of each and every individual, including me.

CARE - the provision of what is necessary for the health, welfare, maintenance, and protection of someone or something. We demonstrate **care** by:

- working towards the achievement of the vision of e.motion21;
- acting ethically, with honesty and integrity, in the best interests of e.motion21 at all times;
- maintaining a duty of care towards others involved in e.motion21 programs and a vulnerable person safe environment;
- not making any unauthorised public statements regarding e.motion21 and referring all members of the media who request comments, photos, opinions, information and interviews to the authorised e.motion21 representative;
- working in a safe, collaborative and supportive way;
- have reasonable grounds for belief that child abuse of any kind has occurred must immediately notify their direct supervisor. The line manager will then notify the Chief Executive Officer whose responsibility it is to determine whether the abuse is of major or minor impact (as defined by the Commission for Children and Young People) and, where appropriate, notify both the NDIS Quality and Safeguards Commission and/or the Police. If the Chief Executive Officer is suspected of involvement, or if the person who has formed the reasonable belief does not believe the matter is being appropriately addressed, the matter should be reported to the Chairperson of the Board who will follow the aforementioned regulatory reporting process.
- contacting the police if a child or any person in the e.motion21 community is at immediate risk of abuse.

FUN – enjoyment, amusement, or light-hearted pleasure. We demonstrate **Fun** by:

- displaying an open hearted and fun attitude, acting as an appropriate and positive role model
- supporting interactions

- being inclusive and supportive
- doing something for enjoyment or amusement, whilst respecting those involved
- displaying a sense of humour at the appropriate times.

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 e.motion21 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 e.motion21's Code of Conduct and/or any e.motion21 Policy
- seek to make or arrange contact (including online contact) and/or spend time with any child or young person outside the accepted e.motion21 program classes or e.motion21 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 e.motion21 participants
- disclose information that identifies e.motion21 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 e.motion21 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 e.motion21 participant without approval from my line manager and clarity of purpose
- do anything in contravention of e.motion21's policies, procedures or this Code of Conduct.

Breach of the Code

e.motion21 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 e.motion21 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