



Code of Conduct

e.motion21 staff, contractors and volunteers are united by our Vision and behave in a way that is aligned to our Core Values of Respect, Learn, Care and Fun.

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 have and provides a shared understanding and expectation of how we behave as individuals, towards each other, our participants and their families, partners, volunteers and other supporters.

This code 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 and all e.motion21 staff, contractors and volunteers are required to abide by this Code. The [Charter of Human Rights and Responsibilities Act 2006](#) (the Charter) is a Victorian law that sets out the basic rights, freedoms and responsibilities of all people in Victoria.

RESPECT – to show due regard for the feelings, wishes, or rights of others.

I demonstrate **respect** by:

- treating everyone with respect, courtesy, honesty and fairness, and having proper regard for their interest, 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 staff;
- 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 parent or carer 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.

I demonstrate **learn** by:

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



CARE - the provision of what is necessary for the health, welfare, maintenance, and protection of someone or something.

I demonstrate **care** by:

- working towards the achievement of the aims and purposes 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 child-safe environment;
- not making any unauthorised public statements regarding e.motion21 and referring all members of the Press who request comments, photos, opinions, information and interviews to the authorised e.motion21 representative;
- working in a collaborative and supportive way;
- 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.

I demonstrate **fun** by:

- supporting interactions;
- being inclusive and supportive;
- doing something for enjoyment or amusement;
- displaying a sense of humour at the appropriate times.

I am aware that I **must not** engage in specific inappropriate behaviours with children, young person 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 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 child and his/her parent or carer.
- Work with children or young people while under the influence of alcohol or illegal drugs.
- Engage in open discussions of a mature or adult nature in the presence of children.
- Use inappropriate language in the presence of children.
- Disclose information that identifies children or young people or their families or make it available to the general public, including sharing on social media.



- Share my personal contact details (email, phone numbers, social media sites, address etc.) with any child or young person enrolled in e.motion21 classes.
- Ask for or accept the personal contact details (email, phone numbers, social media sites, address etc.) of any child or young persons enrolled in e.motion21 classes.
- 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.

A 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 encouraged 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 you should 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. For information to www.hreoc.gov.au or www.fwa.gov.au.

Signed Acceptance of the e.motion21 Code of Conduct

Name: _____

Role within e.motion21: _____

Signature: _____

Date: _____



<i>Document history</i>				
<i>Date of review/revision</i>	<i>Version</i>	<i>Reviewed/revise d by</i>	<i>Endorsed by</i>	<i>Notes</i>
<i>January 2017</i>	<i>1.0</i>	<i>Chief Executive Officer</i>	<i>Board 9 February 2017</i>	
<i>May 2017</i>	<i>2.0</i>	<i>NDIS/DHHS Project Officer (in response to findings from Stage 1, Independent audit)</i>	<i>Chief Executive Officer (for approval at next Board meeting 22 May 2017)</i>	
<i>February 2018</i>	<i>2.0</i>	<i>NDIS/DHHS Project Officer</i>	<i>Chief Executive Officer</i>	<i>Reviewed, no change</i>