



3.01

Policy

Code of Conduct

Policy Statement

Burke and Beyond is committed to ensuring that all its employees abide by a code of conduct and a series of standards which are set by the organisation.

Objective

To ensure that our staff upholds high standards of conduct in all aspects of their work at Burke and Beyond

Scope

This policy applies to all staff employed by Burke and Beyond, contractual staff and volunteers.

Policy Details

Burke and beyond supports and upholds the Code of Conduct for Disability Workers by the NDIS Quality and Safeguards Commission.

There are seven elements in this code of conduct that every staff and volunteer member must abide by:

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 a 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 a 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.

A full copy of the Code of Conduct – Guidance for Disability Workers is available from the NDIS Quality and Safeguards Commission at www.ndiscommission.gov.au.

The NDIS has also developed a set of practice standards, which act as guidelines to which our organisation, employees, contractors and volunteers are required to adhere. These promote choice, control and ensure the safety of all participants.

ADMINISTRATION:

Continuous Improvement:	Improvements to this document can be made by completing a suggestion and improvement form, attaching any suggested amendments and forwarding to your manager and/or the Quality Advisor for review.	
Standards:	NDIS Practice Standards: https://www.ndiscommission.gov.au/providers/registered-ndis-providers/provider-obligations-and-requirements/ndis-practice-standards	
Legislation or external reference documents:	https://www.ndiscommission.gov.au/about/ndis-code-conduct Disability Services and Inclusion Act 2023 Victorian Disability Service Safeguards Act 2018 (Victoria)	
Internal documents related to this:	Staff Handbook and Induction Handbook	
Reviewing and approving this policy		
Frequency	Person Responsible	Approval
Every 3 years	Manager Quality and Risk	CEO

Indexing:

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
	21/09/2020	Bruno Cyr	2023
1	16/02/2024	Lisa Sawatzky	2027