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1. Standards

1.1 NDIS CODE OF CONDUCT

Complying with our Code is about creating an open and honest environment where we can achieve our common work goal legally and with integrity. If you do not understand your obligations under the Code, you must seek clarification from your employer.

Below is a list of standards that are expected from all employees of the team, these are to be adhered to at all times, both whilst on a shift, and when you could be seen as a representation of the team (e.g. if you are still in uniform but have finished for the day).

HONESTY AND INTEGRITY

- Protecting the reputation of our team, and not bringing any member of our team into disrepute
- Honesty and ethical in every action you take, dishonesty in any form will not be tolerated
- Arrive at work on time, ready to start your shift
- Ensure you are free of any conflicts of interest
- Never engage in illegal activity, it is your responsibility to understand the laws and policies that apply to your job
- Comply with all policies and procedures
- Never provide any false or misleading information about experience, qualifications, checks, or licenses etc.

HOW WE TREAT EACH OTHER

- Treat others with respect at all times, both within and outside of the workplace
- Comply with the discrimination, bullying, and harassment policy
- Do not use abusive language or intimidating behaviour
- Raise any concern or query in a respectful and professional manner.

WORKPLACE HEALTH AND SAFETY

- Take reasonable care of your own health and safety
- Do not do anything that will adversely affect the safety of others
- Employees are not permitted to use or possess alcoholic beverages whilst at work
- Comply with all WH&S procedures
- Report any co-worker's actions which you feel may breach any policy
- Employees may not report to work under the influence of alcohol, or illegal drugs
- Use of illegal drugs or controlled substances is not permitted at any time. Any illegal drugs or drug paraphernalia will be turned over to the police and may result in criminal prosecution.

CONFLICTS OF INTEREST

- Employees must make their employer aware of any potential conflict of interest
- Employees must gain approval prior to engaging in additional work outside of this employment engagement

BREACHES OF CODE OF CONDUCT

- Breaches occur when you fail to comply with the requirements of this policy
- If you help someone else to breach the Code of Conduct, you will also be in breach
- Breaches will be investigated and dealt with in a timely and appropriate manner
- Where the breach involves crime and corruption, it may be necessary to refer the breach to external agencies for investigation and resolution
- Employees may be suspended from their duties pending the result of any investigation
- Disciplinary action may occur up to and including termination of employment.

1.2 DISCRIMINATION, BULLYING AND HARASSMENT POLICY

This policy applies to all workers including employees, volunteers and contractors. It is applicable at the workplace and at any away from home locations, during any work-related event, including off-site, during community outings, appointments, social events, any social media interactions, and training programs.

Any worker (including employees, contractors or volunteers) who engages in any conduct that conflicts with this policy will be subject to disciplinary action, which may include termination. No worker will be penalised or disadvantaged for raising a genuine concern or complaint.

Your employer is dedicated to maintaining a workplace that values diversity, promotes inclusivity, and ensures equal opportunities for all employees. We recognise our positive duty to actively foster an environment that respects and appreciates the unique perspectives, experiences, and contributions of each individual.

DISCRIMINATION

Discrimination is unlawful and not permitted within our team.

Discrimination includes direct, indirect and non-deliberate discrimination. It involves any conduct which results in any individual being treated less favourably than another due to a specific characteristic of that individual, including:

- race (including an individual's colour, nationality, descent and ethnic, ethno-religious or national origin)
- marital status (including because an individual is single, married, divorced or in a de facto relationship)
- age
- gender or transgender status
- sexual preference
- religious beliefs
- pregnancy and/or breastfeeding status (including because an individual might become pregnant or breastfeed)
- disability (including a disability you think an individual might have, regardless of whether that person does have that disability)
- carer's responsibilities (such as a responsibility to care for children or other family members)
- political beliefs and/or activity
- union membership and/or activity.

It is also unlawful to treat an individual less favourably because they have a personal association with someone who has one or more of any of the above attributes.