

Employee Policy Pack

V 1.0



THE
GOOD LIFE
BUILDERS
STOP DREAMING, START BUILDING

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About this policy pack

These policies provide guidelines to employees so they can provide effective and accountable, support services in accordance with Australian laws.

These policies have been authored by degree qualified and experienced HR professionals at Effective HR - <https://www.effectivehr.com.au/>

From time to time Australian Laws change. It is important that this this manual is kept aligned with them. Effective HR offer a policy update service. Please contact them for further information at info@effectivehr.com.au.

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1. Standards

1.1 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.

Sample

• About the Good Life Builders

The Good Life Builders support families that want more than group homes and day programs for their family member with a disability.

These families are seeking to create the typical life their family member with a disability seeks where they truly belong in the community.

We do that through programs of online learning and mentoring.

See <https://thegoodlifebuilders.com.au/> for further information.

Join us on Facebook at <https://www.facebook.com/groups/thegoodlifebuilders>



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