**OUR CODE OF CONDUCT**

Everyone that works at RIAC must follow this Code of Conduct. It is a rule book for RIAC workers to follow when they are working with you. This is to make sure you are safe and feel welcome and respected if you are a child, young person, adult, and have a Disability.

**All RIAC Workers must:**

|  |  |
| --- | --- |
|  | Follow RIAC’s Policies and Procedures |
| 3d Glasses outline | Follow RIAC’s VISION and MISSION |
|  | Have a DUTY OF CARE towards people involved in our programs |
| Judge male outline | Make sure our programs and offices are safe for children |
|  | Be fair, considerate, and honest |
| Badge Heart with solid fill | Treat ALL people with respect |
| Flower Gummy Monsters | Be a positive role model |
| Briefcase outline | Always be Professional |
| [This Photo](http://www.blogs.hss.ed.ac.uk/pubs-and-publications/2015/12/14/american-curse-how-many-languages-do-you-speak/) by Unknown Author is licensed under [CC BY-NC-ND](https://creativecommons.org/licenses/by-nc-nd/3.0/) | Be Culturally SAFE and not discriminate or allow others to discriminate based on culture, race, or religion. |
| Wheelchair access with solid fill | Make sure children with Disability are safe, involved and feel like they are heard |
|  |  |
| Stop Bee | Report abuse of children to the CEO, police or Child Protection  |
|  | Provide a service without abuse, neglect, harassment, or exploitation of people with Disability |
|  | Report any form of abuse of people with Disability |
|  | Do not sexually abuse or do wrong. Report any other workers, people with Disability, family members, carers or community members. |
|  | Show respect for different cultures |
|  | Respect the privacy of people with Disability and their families |
| Questions with solid fill | Make sure you can understand what they are saying  |
| Fence outline | Keep good professional boundaries |
| Boxing Glove outline | Never use power over a person with Disability or take advantage of them. |
| Radio microphone with solid fillHands over rainbow flagScales of justice with solid fill | Encourage kids to have a sayMake any adjustments and give equal protection to all young peopleMake sure all children and young people who can’t live at home, are lesbian, gay, bisexual, transgender and intersex people have their needs considered. |
|  |  |
|  | **No person at RIAC shall:** |
|  | Touch children that are not your own. |
|  | Put children at risk of abuse. |
| Toilet outline | Do things of a personal nature with someone else’s children - such as toileting or changing their clothes. |
| Angry face outline with solid fill | Have mature or adult discussions in front of children |
| Handcuffs with solid fill | Discriminate against anyone. |
| Meeting outline | Have contact with a child (including online) or their family outside of RIAC- without the CEO’s knowledge and permission |
|  | Ignore any child abuse that has been reported or suspected |
| Tongue face outline with solid fill | Shame, or put anyone down. |
| Hurt Cat | Do any activity that can physically or emotionally harm a child or adult |
| Man changing baby with solid fill | Be alone with a child or young person that is not your own. |
|  | Photograph or video a young person without their consent or their parent/guardian |
| @#$!!! | Use bad words in front of a child |
| No Teodor the Cat | Do anything that is **not** following RIAC’s Policies or Procedures |