





















Code of Conduct

Easy Read

All RIAC workers must follow these rules. These rules help them know how to treat you. They make sure you are safe, feel welcome, and are respected, whether you are a child, young person, adult, or have a disability.

All RIAC Workers must:

	Follow RIAC's Policies and Procedures
	Follow RIAC's Vision and Mission
	We have a responsibility for the well-being and safety of the people who use our programs
	Make sure our programs and offices are safe for children
	Be fair, considerate, and honest
	Treat ALL people with respect
	Be a positive role model
	Always be Professional
	Treat everyone with respect regardless of their cultural background, race, or religion.

	<p>Make sure children with Disability are safe, involved and feel like they are heard</p>
	<p>Report abuse of children to the CEO, police or Child Protection</p>
	<p>Help or support to people with disabilities without mistreating, ignoring, or taking advantage of them.</p>
	<p>Report any form of abuse of people with Disability</p>
	<p>Respect the privacy of people with Disability and their families</p>
	<p>Make sure you can understand the information that you need or are given</p>
	<p>Be respectful and professional while also respecting personal space and privacy.</p>
	<p>Always treat people fairly and not take advantage of them.</p>
	<p>Encourage children to have their say</p>
	<p>Make any adjustments and give equal protection to all young people</p>
	<p>Make sure that all people including children who identify as LGBTQI+ are respected and have their needs met.</p>

No person at RIAC will:

	Initiate physical contact with children that are not their own.
	Put people, including children, at risk of any kind of abuse.
	Do things of a personal nature for someone or with someone else's children - such as toileting or changing their clothes.
	Have inappropriate discussions in front of people including children.
	Discriminate against anyone including children or take away their human rights
	Have contact with a person or child (including online) or their family outside of RIAC working hours.
	Ignore the abuse of a person, including a child in any way
	Make anyone feel put down, or disrespected in any way
	Do anything that could physically or emotionally hurt a person in anyway
	Be alone with a child that is not their own.
	Photograph or video a person, including a child without appropriate consent
	Do anything that is against RIAC policies and procedures

This easy English version of the Code of Conduct is based on the RIAC Code of conduct that includes child safety. This policy ensures that all people including children are safe, respected and have their rights upheld.