**RIAC Code of Conduct**

**Date:** February 2025

**Version**: 7

**Created by:** Business Systems Manager

**Approved by:** Board

**Review Date:** February 2027

RIAC’s Code of Conduct sets out standards of behaviour and practice consistent with RIAC’s Values and relevant statutory obligations including the Victorian Child-Safe principles. RIAC staff and volunteers should always conform with the Code of Conduct.

#### Respect for Individual Rights

* **Freedom of Expression and Self-Determination:** We value everyone’s right to free expression and personal decision-making, respecting individual autonomy and choices.
* **Privacy and Confidentiality:** We protect individuals' privacy, handling personal information confidentially and in line with privacy laws.

#### Integrity, Honesty, and Transparency

* **Ethical Conduct:** We act and interact with integrity, honesty, and transparency, demonstrating a commitment to ethical standards and accountability.
* **Managing Conflicts of Interest**: We proactively identify and manage any conflicts of interest. All potential conflicts are disclosed.

#### Inclusivity and Diversity

* **Promoting Inclusivity**: We respect and value the diversity of our clients, staff, and community. We promote an inclusive environment where everyone feels welcome and respected.
* **Anti-Discrimination:** Everyone is treated with dignity and respect and there is zero tolerance for discrimination, harassment, or bullying.

#### Rights based, Safe and Client-centred Service Delivery

* We deliver high quality supports and services with care, skill, and diligence, ensuring and upholding the human rights, dignity, safety and well-being of all clients.

## **Safe Working Environment**

* **Duty of Care**: We enact our duty of care to people working, volunteering or interacting with us, maintaining a safe and healthy work environment.
* **Active Risk Management**: We act in preventing, identifying and responding to workplace health and safety risks.
* **Consultation and communication**: We consult with staff and volunteers on addressing safety and risk issues and maintain clear and open communication channels for reporting hazards, incidents, and feedback.

#### Preventing and Responding to Abuse

* **Preventing Violence and Exploitation:** We implement measures to prevent and address any form of violence, exploitation, neglect, and abuse of people with disabilities. Our policies and procedures aim to protect vulnerable individuals.
* **Addressing Sexual Misconduct**: We have stringent measures in place to prevent and respond to sexual misconduct. All allegations are investigated thoroughly, and appropriate actions are taken.

1. **Commitment to Child Safety**

* **Adherence to Child Safe Standards**: We are dedicated to the safety and well-being of all children and young people. Our practices align with the Victorian Child Safe Standards to ensure a secure environment for children.
* **Zero Tolerance for Child Abuse**: We maintain a strict zero-tolerance policy towards child abuse. All allegations and safety concerns are taken seriously and addressed promptly.
* **Cultural Safety and Inclusion**: We actively promote the cultural safety of Aboriginal children, children from culturally and linguistically diverse backgrounds, and children with disabilities. This includes respecting their cultural identities and providing culturally appropriate services.

**Child Protection Officer:** The RIAC CEO serves as the dedicated Child Protection Officer