

CODE OF CONDUCT

1 Ensure McCall Garden Values **ABILITY** are considered in all things we do and say

Achieve	to always use our skills and knowledge to the best of our ability to achieve great outcomes for everyone
Belong	strive to create environments where barriers are removed and opportunities are explored
Inclusive	to ensure that all things that we do is with the view to include all people
Leader	to lead by example by creating a culture of influence, honesty, passion, dedication and empathy
Integrity	demonstrate sound moral & ethical principles every minute of the day regardless of who might be watching
Teamwork	to embrace the notion that 'two heads are better than one' to work collaboratively towards a common goal
You	always take care of you – it is you that McCall Gardens needs to survive and thrive

2 Comply with **NDIS Code of Conduct**

- Act with respect for individual rights to freedom of expression, self-determination and decision making in accordance with applicable laws and conventions.
- Respect the privacy of people with disability.
- Provide supports and services in a safe and competent manner, with care and skill.
- Act with integrity, honesty and transparency.
- Promptly take steps to raise and act on concerns about matters that may impact the quality and safety of supports and services provided to people with disability.
- Take all reasonable steps to prevent and respond to all forms of violence against, and exploitation, neglect and abuse of, people with disability.
- Take all reasonable steps to prevent and respond to sexual misconduct.

3 Comply with **McCall Gardens Policies and Procedures**

- Complete McCall Gardens induction program and probationary period
- Attend training as directed
- Participate in supervision, team meetings and bi-annual performance reviews
- Always talk to your manager if you do not understand a policy
- Only use official McCall Gardens policy documents (policy, procedures, tools, templates & forms) approved by the CEO or Board and located in the Quality Management System



Policy Name
Policy No. & Version
Policy Folder
Document Owner
Review date

Code of Conduct
6.1 (V2.2)
Human Resources
HR Manager
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4 Contribute to building a Positive, Respectful and Productive Workplace

- Act with integrity, honesty and transparency when dealing with your colleagues
- Take responsibility for your words and actions
- Respect diversity and individual differences
- Treat colleagues with equal respect, regardless of who they are and their job
- Approach your work in a professional, responsible, competent and accountable manner

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that:

- I have received a copy of the NDIS Code of Conduct Summary for workers
- I have read and understood McCall Gardens Code of Conduct
- I must comply with McCall Gardens Code of Conduct
- There may be disciplinary consequences if I fail to comply with McCall Gardens Code of Conduct, which may result in the termination of my employment

NAME:

SIGNED: DATE: