

# Code of Conduct

This Code of Conduct reflects the core values held by ICAS & NDIS. All staff should read, sign, and a copy held in each individual's personnel file. It is expected that all members of ICAS will conduct themselves at all times in accordance with our Code of Conduct. Failure to abide by the Code of Conduct may lead to dismissal by ICAS.

**I accept and agree to adhere to the following Code of Conduct. I will:**

- Abide by the NDIS Code of Conduct - <https://www.ndiscommission.gov.au/document/571>
- Abide by the Mission of ICAS, adhere to rules specified in ICAS policies and procedures, administrative practices and those determined by Management.
- Positively promote and represent ICAS, acting with integrity, honesty and transparency.
- Demonstrate a commitment in your work and relationships to the principles of social justice.
- Demonstrate through your behaviours and actions a commitment to non-discrimination.
- Empower participants in their decision making through provision of information and support, but will not give advice.
- Support participants to exercise their legal and human rights.
- Support participants in not becoming alienated from their families.
- Apply the least restrictive alternative principle in the provision of services to participants.
- Continually develop your skills to enhance individual and organisational performance.
- Contribute within your capacity to ICAS' continuous improvement philosophy and practice.
- Devote your time, whilst at work, wholly and solely to fulfilling the duties of your position.
- Actively commit to ongoing professional development and training.
- Attempt to resolve any conflicts with other participants, staff and members of ICAS.
- Treat all participants and staff, at all times, with dignity and respect, and act on feedback to provide services to the best of your ability.
- Refrain from any form of behaviour that could be construed to be offensive and/or an infringement of any human rights, including: racial, religious, political vilification or intimidation, harassment or bullying.
- Maintain privacy and confidentiality obligations to participants and to ICAS. (*Note – disclosing information without Consent: Consent is not required if information is necessary to prevent or lessen a serious threat to life or health of the participant in a medical emergency or is subject to subpoena*).
- Refrain from taking illegal drugs or consuming alcohol when on duty or on the premises.
- Wear clothing that is neat and appropriate to the type of work and that is not offensive to the service-user.
- Undertake your responsibilities and operate within a person-centred framework.
- Promote the principles of community participation and integration for people with disabilities.
- Promote the ability of people with a disability to fulfill valued roles in the community.
- Refrain from soliciting or personally accepting gifts or gratuities from participants (except home garden produce).
- Adhere to the accounting procedures of ICAS.
- Refrain from having sexual relationships with service participants, taking them to your home, and from any practices, either direct or implied, which may be construed as sexual harassment.
- Declare any actual, perceived or potential conflicts of interest between ICAS role and any other personal roles, as soon as it becomes evident.
- Disclose to the Director any intention to engage in other employment whilst an employee of ICAS.
- Be accountable for using the resources provided to carry out duties of ICAS in a safe, effective and efficient manner.

I have read and understand the ICAS Code of Conduct and acknowledge that failure to comply could result in disciplinary action or dismissal.

Staff Name

Witness Name

Staff Signature

Witness Signature

Date

Date