

## Code of Conduct

Consistent with the Relationships Australia Tasmania (RA Tas) *Code of Ethics*, staff are to act in accordance with the following *Code of Conduct*.

1. The personal behaviour of staff must be such as to bring credit to RA Tas, to professional practice, and to fellow staff members, and to ensure the organisation is not brought into disrepute and shall be specified by RA Tas in appropriate standards and procedures.
2. Staff will remain proficient in professional practice and the performance of professional duties. Staff will not undertake work beyond their capacity or competence. Staff will protect and enhance the dignity and integrity of their profession and RA Tas and its clients.
3. Staff will safeguard children and young people from abuse and neglect, and in their work, staff will uphold RA Tas Practice and Behavior Guidelines.
4. Staff will not exploit or attempt to exploit, professional work relationships for personal gain or profit.
5. Staff will not exploit relationships with clients for personal advantage or solicit the clients of RA Tas for private practice. When involved in practicing their profession, at all times a clear distinction must be made as to whether staff are conducting their business as employees of RA Tas or as a private practitioner.
6. Staff will not under any circumstances engage in sexual activities with clients, supervisors or supervisees during service/therapy/supervision or within two years of termination of the professional relationship. Advice of senior staff must be sought before beginning anything other than a professional relationship with a former or current client, supervisor or supervisee.
7. Staff will not practise, condone, facilitate, or collaborate with any form of discrimination on the basis of race, colour, sex, sexual orientation, age, religion, national origin, marital status, political persuasion, or other condition or status. Refer to *Workplace Discrimination and Harassment Policy* for further details.
8. Staff will treat colleagues with respect, courtesy, fairness and good faith. Disagreements will be dealt with by way of grievance procedures. Refer to *Grievance Procedure* for further details.
9. RA Tas has a zero-tolerance approach to violence. All staff will promote a workplace environment that supports the rights of all employees to live free from violence and will adhere to the *Family Violence Support Policy* at all times.
10. Whilst delivering services, staff must not; use or possess an illegal drug or alcohol, be incapacitated by any other legal drug such as prescription or over the counter drugs, supply alcohol or drugs (including tobacco) to

children or young people participating in our service. The use of legal drugs other than alcohol is permitted, provided such use does not interfere with your ability to care for children involved in our service.

11. All staff employed by RA Tas are bound by both legal and ethical aspects of privacy and confidentiality. Staff will respect and uphold the privacy rights of clients, their personal information and the confidences shared by colleagues in the course of their professional relationships and transactions.
12. Staff will engage in discussion and critical review of their practice, participating in outcome focused discussion and evaluation of their own and others' work to continually improve services to clients.
13. The delivery of services will not proceed without the informed consent of the client/customers. This involves explaining nature, purpose, costs, alternatives, and possible complications, for example where duty of care overrides privacy and confidentiality with notifications of serious matters.
14. Staff are to ensure that for programs where it has been identified as a requirement, all clients complete universal screening prior to commencing service. Director approval is required if a particular client group is not going to be asked to complete universal screening.
15. All services delivered to clients are to be done so in accordance with RA Tas policies, procedures and guidelines.
16. RA Tas premises or resources are not to be used for private practice by staff of the organisation unless approved by the CEO. Where access to services is restricted by a disability or other circumstance, services can be provided in other suitable locations. Where RA Tas services require home visits, staff are to abide by the *Personnel Safety Procedures*.
17. Staff are to ensure that a confidential environment are always available for sessions and interactions with clients.
18. All staff must use RA Tas property, assets, equipment, premises and other approved venues in a responsible way. This includes all RA Tas financial resources for which they may be held accountable.
19. Staff engaged in research or public relations will consider carefully the possible consequences on human relationships. Research is to be conducted in line with the *Human Participant Research Policy and Procedures*.
20. Staff who have the responsibility for employing and evaluating performance of other staff members will fulfill such responsibility in a fair, considerate and just manner on the basis of clearly communicated criteria.
21. Staff will distinguish clearly between statements and actions made as private individuals and as representatives of RA Tas whether at private or organisational events as well as on social media platforms (refer to *Social Media Policy*).

22. Staff will not engage in representing RA Tas to the media without the express permission of the Chief Executive Officer/Chief Operating Officer.
23. Staff will handle cash and other financial resources in compliance with RA Tas Policies and Procedures, and within the limitations of our funding bodies and the law.
24. Staff must advise RA Tas within 48 hours should they be charged with or convicted of any serious or other offence, or be subject to any other police matter that may be perceived as a direct conflict with their work at RA Tas.
25. Breach of this Code, the *Code of Ethics or Practice and Behaviour Guidelines* will result in disciplinary action, which may include the termination of your employment. Refer to *Disciplinary Policy and Procedures* and *Performance Management Policy and Procedures* for further details.
26. Staff will adhere to each of these principles as well as their professional body's codes of practice/ethics.

## Related Documents

Code of Ethics  
Disciplinary Policy and Procedures  
Family Violence Policy  
Grievance Procedure  
Human Participant Research Policy and Procedures  
Performance Management Policy and Procedures  
Personnel Safety Procedures  
Practice and Behaviour Guidelines  
Social Media Policy  
Workplace Discrimination and Harassment Policy