

# Code of Ethics



SANDBAG's Vision is for Diverse and Resilient Communities where people Connect, Share and Grow.

We do this by Reducing Isolation and Improving the Wellbeing of People, Families and Communities through creating opportunities for Participation and Support.

This Participation and Support is provided via a range of programs and supports to individuals, families and communities. These can broadly be categorised into the following:

- Community Support
  - Domestic and Family Violence Counselling and Support;
  - Community Linking and Access (NDIS);
  - Support Coordination (NDIS);
  - Community Connection and Development;
  - Crisis and Chronic Support for individuals and families including those experiencing housing stress (homelessness) and mental health issues.
  
- Employment and Skills Development
  - Social Enterprise and Business;
  - Employment Pathways Programs;
  - Disability Employment Services.

In representing SANDBAG in conducting its business, staff should at all times act professionally and abide by the Organisation's Policies, Procedures and Values as well as relevant legal and legislative requirements.

This Code of Ethics, outlines our organisational values and related behaviours and expectations of our Staff, both paid and unpaid inclusive of Board Members, Volunteers, Students and Paid Staff.

## 1. Our Values

SANDBAG's work is underpinned by a commitment to Social Justice Principles, namely that all individuals have a right to access and participate in the benefits of community.

All SANDBAG staff are expected to demonstrate the following values in the way they work:

- |                       |   |
|-----------------------|---|
| <b>Inclusive:</b>     | We actively seek difference and are open to new perspectives across all we do                                   |
| <b>Integrity:</b>     | We are guided by mutual respect and fairness and do everything to meet expectations and learn from our mistakes |
| <b>Collaborative:</b> | We respect the knowledge and contributions of others and their ability to strengthen our work                   |
| <b>Responsive:</b>    | We listen and respond positively to the changing needs of community   |

The way the organisation does its work, its Framework or Approach, is as critical as the work itself. Living these values defines the strength, uniqueness and character of the organisation.

Staff will 'actively' practice these values in the way they do their work, and will:

- Identify and build upon the strengths, abilities and assets of individuals, families and communities.
- Facilitate a ‘no wrong door’ organisational approach, creating easy access within and across the organisation’s programs and supports.
- Ensure engagement and interactions with stakeholders are conducted in a pro-active, positive and courteous manner, acting in the best interests of the organisation as a whole.
- Develop and nurture effective, respectful and collaborative working relationships with people both within and external to the organisation.
- Respect, facilitate and allow for the expression of diverse cultures, views and opinions.
- Demonstrate honesty, integrity, transparency and accountability in our actions and behaviour, including the declaration of any conflicts of interest both within and external to the organisation.
- Demonstrate respect for privacy and not allow any information gained through the course of exercising your work duties to be disclosed except where required by law. Further explanation is contained in the organisation’s Privacy and Confidentiality Policy.
- Promptly take steps to raise and act on concerns about matters that may impact the quality and safety of supports and services provided to vulnerable people.
- Provide supports and services in a safe and competent manner, with care and skill and do not undertake duties that are outside of your professional capacity.
- Take all reasonable steps to prevent and respond to all forms of violence against, and exploitation, neglect, abuse and sexual misconduct of, vulnerable people.
- Be open to, reflect and actively seek improved ways of enhancing what we do and the way we do it.
- Accept professional responsibility for individual decisions and actions.
- Act as a positive role model, including dressing in an appropriate manner in line with the context in which you are working.
- Act with respect for individual rights to freedom of expression, fairness, justice, self-determination and decision-making in accordance with applicable laws and conventions.
- Engage in activities and conduct which enhance the credibility and value of the organisation.
- Demonstrate flexibility and a willingness to ‘pitch in’, regardless of your role or position to promote a collaborative work culture.
- Respect and actively contribute to caring for the organisation’s property and physical spaces.

**I have read the above and agree to working in alignment with these values and expected behaviours and practices.**

**Signature:** .....

**Date:** .....

**PRINT NAME:** \_\_\_\_\_