

# Code of Conduct

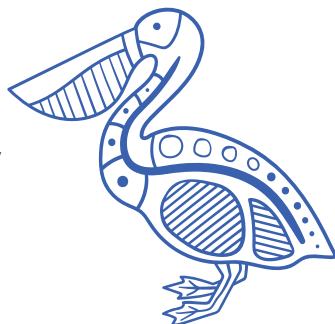
ac.care

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## What is a Code of Conduct?

A Code of Conduct is a **set of rules** which tells ac.care employees and volunteers how they need to behave.



## What does ac.care's Code of Conduct say?

Our code of conduct has a lot of information, including:

- Using ac.care's equipment like phones, computers and cars.
- Having safe and respectful relationships with clients.
- Using social media.
- Working respectfully with Aboriginal and Torres Strait Islander people.
  - Keeping ourselves and others safe in the workplace.
  - Letting someone know if another staff member or volunteer is not following the Code of Conduct.
    - Keeping our clients' information confidential.
    - How to work safely with children and young people.



## What does the Code of Conduct tell staff about working with children or young people?

ac.care staff and volunteers are **not allowed to:**

- Meet with you outside of work time, either in person or online.
- Have any kind of sexual contact with you.
- Take photos of you without your consent.
- Take photos of you on their personal devices.
- Ask you to keep a relationship secret.
- Do anything to physically hurt you.
- Physically restrain you (this means hold you and stop you from moving) unless they need to do this to make sure that you do not hurt yourself or someone else.



## How do I find out more?

If you would like to see the Code of Conduct, you can ask anybody who works at ac.care to give you a copy.

If you need help to understand it, they can read through it with you and explain anything that you find a bit confusing.

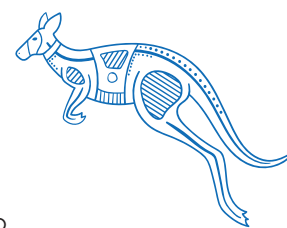
## Will I be in trouble for speaking up?

No. Your safety and how you feel is important to us.

## What should I do if I think someone is not following the Code of Conduct?

There are very serious consequences for staff if they do not follow the Code of Conduct. If you think that an ac.care employee or volunteer's actions do not fit with the Code of Conduct, it is really **important for you to talk to someone about this.**

You can find out more about how to make a complaint by reading the **Complaints Process information sheet.**



Visit [www.accare.org.au](http://www.accare.org.au) or scan the QR code to learn about the ac.care code of conduct