

Purpose

Code of Conduct is built on the foundation of IBFF's mission and values-respect, truth, acceptance, compassion, love, hope, community, belonging. It sets out what is required in the clear expectation that at all times and under all circumstances, all IBFF personnel will uphold the ethical and moral commitment we have to those we help and to each other. In line with IBFF's Mission the safety and wellbeing of children, young people and adults-at-risk is integral.

Scope

Code of Conduct applies to all IBFF personnel, including but not limited to, employees, volunteers, contractors and Board Members. All personnel are expected to uphold the Code of Conduct at all times in interactions whether they be in person or by online/virtual means.

Code of Conduct

All IBFF personnel have a shared responsibility to abide by, through our actions and behaviours, our Values and our commitment to practices which ensure the safety and wellbeing of others, especially children, young people and adults-at-risk.

All personnel are expected to act in accordance with this Code of Conduct in their interactions. It is expected that at all times there will be respect for diversity, and the promotion of equality.

IBFF has a zero tolerance for all forms of abuse and unlawful discrimination.

All personnel will:

- Demonstrate our Values and Core Behaviours through action/s.
- Act in accordance with IBFF's policies and procedures.
- Be accountable for their individual actions and act equitably, ethically, authentically, reasonably and with integrity and treat all others with honesty, respect, belonging, truth, hope, community, love, compassion, acceptance and courtesy.
- At all times, behave in a way that upholds the integrity of IBFF.
- Engage in respectful dialogue which includes active listening and genuine appreciation for feedback.
- Contribute to an environment that promotes and enables participation and is welcoming, culturally safe and inclusive.
- Comply with any lawful and reasonable direction given by someone in IBFF who has the authority to give such direction.
- Behave and communicate in ways that do not intimidate, degrade, humiliate, or bully, using respectful and appropriate language that is meaningful to the audience.
- Ensure that behaviours do not constitute any form of harassment, including sexual harassment or any form of unlawful behaviour.
- Act with care and diligence in connection with their role/responsibilities.
- Maintain confidentiality about dealings with any personal or sensitive data.
- Maintain a respectful, co-operative and collaborative approach to all working and work-related relationships.
- Use IBFF resources in a proper manner and for appropriate purposes.
- Manage and declare situations which may constitute a conflict of interest or give rise to a perceived conflict of interest.
- Take all reasonable action to ensure health and safety at work and avoid adversely affecting the health and safety of others.
- Be unimpaired by reason of alcohol, medication or any illegal drug when representing IBFF.
- Report to the relevant person/s, inappropriate conduct which might be reasonably considered to be a breach of this Code of Conduct and/or be illegal.
- Respond to any concerns or complaints of harm or abuse promptly and in line with IBFF's policy and procedures for the handling of these.
- Make all reasonable efforts to project a public image which is in line with IBFF's Mission and Values and which does not offend or is insensitive to other cultures, religious groups or individuals.

- Diligently perform the duties of their position to the required professional standard. All personnel will not:
 - Bring IBFF into disrepute through the inappropriate use of social media, or other online platforms, or through any public commentary or actions.
 - Use their position, status, power, authority or inside information to gain, or seek to gain, a personal benefit or advantage or for any other person.
 - Engage in any unlawful activity with or in relation to a child, young person or adult.
 - Use inappropriate language or show or provide access to inappropriate images or material.
 - Present to work while under the influence of alcohol or prohibited drugs.
 - Ignore or disregard any suspected or disclosed harm or abuse to the children, young people and/or adults who engage with IBFF.
 - Cause, or seek to cause, detriment to IBFF.

All those in Leadership/Governance positions by the nature of their roles hold privileged positions and as such have the additional responsibility to:

- Be role models, leading by example the expected behaviours and standards.
- Act promptly in response to complaint/s received related to breaches of the Code of Conduct or any other organisational policies.
- Make decisions fairly, impartially and promptly, taking into consideration all relevant legislation, information and related policies and procedures.
- Ensure that all those engaged with IBFF understand what is expected of them with regard to the Code of Conduct and how feedback will be provided with regard to complaints.

Breaches/Consequences of Non-Compliance

All those engaged by or with IBFF are required to abide by this Code of Conduct and to ensure that others also comply. Where an individual suspects a breach of the Code of Conduct may have occurred, they are expected to:

- Report it to their supervisor or manager as soon as possible (where the supervisor or manager is the person suspected to have breached the Code of Conduct, it must be reported to IBFF Operations Manager or CEO).
- Act to prioritise the best interests of children, young people and adults.
- Take prompt action to ensure the safety of others.
- Follow the policies and procedures for receiving and responding to complaints and concerns.
- Comply with legislative requirements for reporting, when relevant.

A breach of the Code of Conduct may result in a range of outcomes, including, but not limited to counselling, performance management, and/or disciplinary action (including dismissal) following proper investigation.

Breaches involving criminal behaviour will be reported to police.

Any person who has reasonable grounds to suspect that a Board Member, or the Chief Executive has breached the Code of Conduct, may raise their concern(s) directly to the Operations Manager.

Relevant Legislation and Standards

This policy reflects the principles of the following:

- National Principles for Child Safe Organisations (Australia).

Related Policies and Procedures

IBFF has a wide range of policies which are developed to ensure compliance with relevant legislation and standards and to ensure the safety and wellbeing of all those who come into contact with the organisation. In addition, IBFF must also comply with the requirements of the Australian Charities & Not-for-Profits Commission.

Relevant IBFF policies and procedures include, but are not limited to:

- Safeguarding Commitment Statement
- Safeguarding Policy
- Child & Youth Risk Management Strategy
- Workplace Health and Safety Policy
- Privacy Policy
- Social Media Policy
- Records Management Policy
- Conflict of Interest Policy and Procedure

I _____ acknowledge that I have read and understand all of my obligations, duties, and responsibilities under each principle and provision of the IBFF Code of Conduct and will read and understand all of my obligations, duties, and responsibilities under all future amendments and modifications thereto. I understand that violations of the Code of Conduct may result in disciplinary action including suspension or termination from the _____ .
I certify that this is a true and correct statement by my signature below:

Signature		Date	
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