

VACCA CODE OF CONDUCT

The Victorian Aboriginal Child Care Agency Co-operative Limited's Code of Conduct (**the Code**) is a statement of principles, values and behaviours that define the conduct expected of all members of the Victorian Aboriginal Child Care Agency Co-operative Limited (**VACCA**).

The Code applies to all members of VACCA (**Members**) in their dealings with other Members and with any director, officer, employee, contractor, volunteer or client of VACCA, and any other person or organisation they interact with in their role as a Member.

The Code of Conduct does not limit the obligations of Members under relevant contracts, policies, the Rules, or at law.

The following are expected codes of behaviour:

1.1 **Promote VACCA's principles**

Promote the VACCA principles of self-determination, Aboriginal cultural observance, acting in accordance with standards and norms of behaviour based on Aboriginal cultural heritage, excellence, acting in the best interests of the child, healing and empowerment.

1.2 **Respect**

Be respectful and professional in all dealings. Examples of respectful behaviour include being:

- a) courteous;
- b) understanding;
- c) sensitive;
- d) compassionate; and
- e) tolerant.

1.3 Be honest in all dealings. Examples of honest behaviour include acting with:

- a) sincerity;
- b) integrity;
- c) openness; and
- d) acting in a trustworthy manner.

1.4 Act with equality in all dealings. Examples of treating others equally include acting with:

- a) impartiality;
- b) fairness;
- c) objectivity;

- d) consistency; and
- e) valuing and respecting difference.

1.5 **Encourage peers to follow the Code**

Members will encourage peers to follow the Code.

1.6 **Reputation of VACCA**

Members will not do anything that brings disrepute to VACCA by virtue of them being Members.

Members will not cause harm to the reputation of VACCA by their words or actions.

1.7 **Improper Conduct**

Improper conduct includes, but is not limited to:

- a) mismanagement of resources and funds;
- b) conduct that results in a substantial risk to public health and safety, or the environment;
- c) making malicious unfounded allegations or accusations;
- d) making dishonest or intentionally misleading statements;
- e) any unlawful breach of confidentiality;
- f) theft and any other criminal conduct;
- g) sexual harassment or discrimination including sexual remarks, jokes, and emails;
- h) racial harassment or discrimination;
- i) illegal conduct of any kind, including corruption;
- j) intentional damage to VACCA property or premises;
- k) being affected by illegal substances or alcohol at VACCA events and functions; and
- l) intentional failure to comply with the Code.