

# Code of Conduct

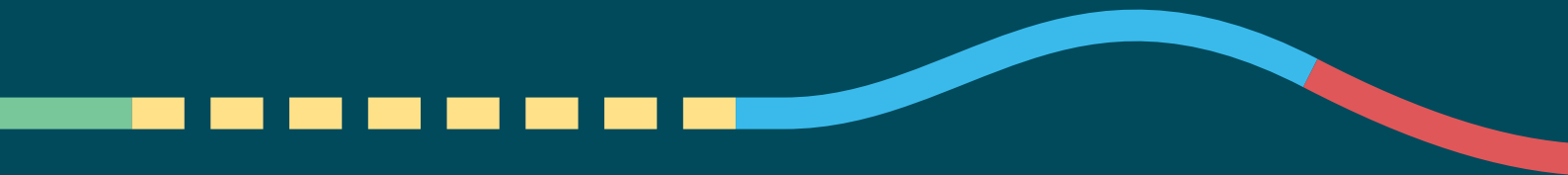


**are-***able*

In the spirit of reconciliation, are-able acknowledges the Traditional Custodians of country throughout Australia and their connection to land, sea and community. We pay our respect to their Elders past, present and emerging. We extend that respect to all Aboriginal and Torres Strait Islander peoples reading this publication.



Are-able welcomes people of any age, culture, religion, sex, gender, sexuality and ability.

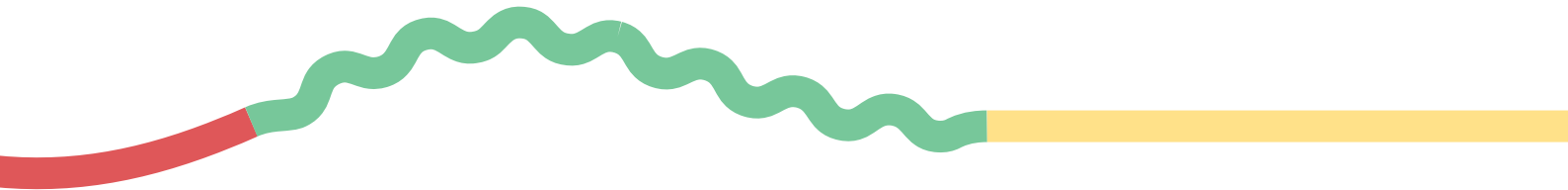


# **At are-able, we have a common purpose. We work together to build communities and help people thrive.**

Our Code of Conduct helps us do that. It's a fundamental document, demonstrating our core values and how they apply to everyone in our organisation.

The Code brings us together, clearly outlining our shared culture and showing us the expectations of behaviour for everyone at are-able, including our people, work experience students, volunteers, community connections and contractors.

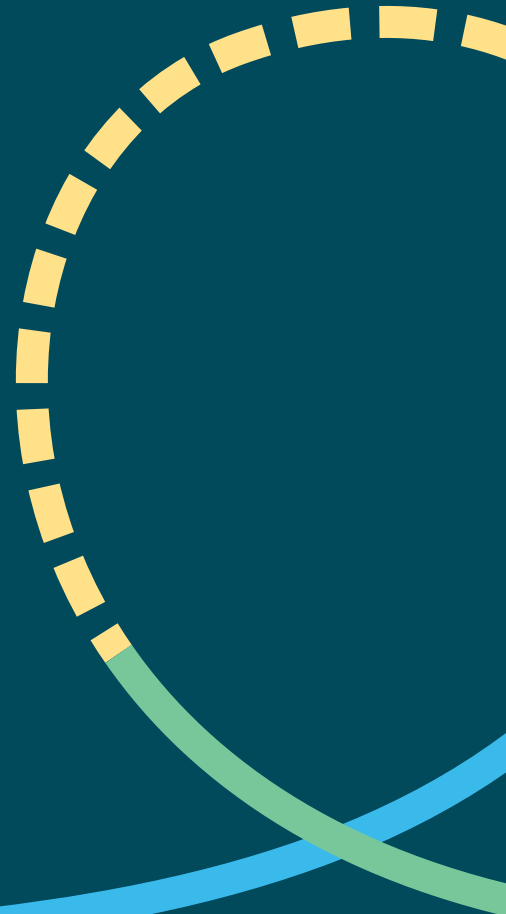
Our Code also encompasses legal requirements, including Equal Opportunity, Privacy, Occupational Health and Safety legislation. Any questions about the Code of Conduct should be taken to the People and Culture team.

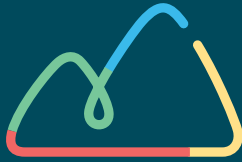


# Our values

**We're a values-based organisation, meaning we live by our values daily. Our Code of Conduct reflects that commitment.**

Our values of Integrity, Respect, Empathy and Innovation underpin our purpose: to improve the lives of people in our community. Are-able lives these values from the top down, across every level of the organisation.





## Integrity

We owe our clients honesty and transparency. Every person who comes to are-able deserves to be treated fairly and objectively, no matter their background, culture, gender, ethnicity or level of ability.



## Respect

Each person we work with is worthy and should be seen in a unique context. Diversity shows us new ways to build on a person's strength.



## Empathy

Everyone experiences life differently. Relating to each other helps us understand someone else's perspective, so that we can create solutions for individuals.



## Innovation

How can we make someone's life better? Let's use new ideas to solve old challenges. A little innovation can have a big impact on our community.



# Are-able has six codes of conduct



**Integrity**



**Respect**



**Empowerment**



**Responsibility**



**Representation**



**Advocacy**

# Integrity

**Integrity underpins everything we do. Every person who comes to are-able deserves to be treated fairly and objectively. We're accountable for our actions, and we always follow through.**



## How I show integrity:

- I make transparent decisions and conduct myself with honesty and reliability.
- I don't engage in unlawful behaviours, such as fraud, bribery or other illegal conduct.
- I provide constructive, respectful feedback.
- I report potential conflicts of interest to the right people.
- I make sure all my actions are in the best interests of are-able.
- I don't financially exploit our vulnerable people, including children, and I quickly act on suspicion of exploitation.
- I carefully manage the accurate recording and reporting of are-able information.
- I always act with integrity, honesty and transparency.

# Respect

**Everyone we work with is worthy of respect and should be seen in a unique context. Diversity shows us new ways to build on a person's strengths.**

## How I show respect:

- I treat everyone with courtesy.
- I respect the privacy of people with a disability.
- I use language that is appropriate and respectful of others.
- I value the contributions of others and acknowledge their input.
- I don't engage in any unacceptable behaviour, such as bullying, discrimination or harassment.
- I undertake my work in a way that helps people trust me.
- I contribute to discussions in a constructive way.
- I act with respect for individual rights to freedom of expression, self-determination and decision-making, in accordance with applicable laws and conventions.



# Empowerment

**We work together to support each other, striving to do our best. Are-able seeks to empower individuals, helping them take control of their own lives.**



## How I show empowerment:

- I develop my skills and abilities and help others improve theirs.
- I share information and act in good faith.
- I work to the best of my abilities and support my team members to achieve common goals.
- I offer innovative ideas and help improve the lives of our people.
- I recognise the importance of enjoyment and fun in the workplace.

# Responsibility

**We're accountable and responsible  
for ourselves and our actions.  
And we expect the same from others.**

## How I show responsibility:

- When I make commitments, I follow through and complete the task.
- I stand by my performance and my work.
- I recognise that I'm responsible for ensuring my behaviour is in-line with are-able's values, Code of Conduct and all relevant policies and laws.
- I strive to reduce waste and inefficiency in the workplace.
- I always raise a breach of the Code in good faith, and do not victimise others for doing so.
- I make sure that other people clearly understand my reasonable expectations.
- I'm respectful of the correct usage of the physical and intellectual property of are-able.
- I recognise achievement, and address underperformance in a fair and timely manner.
- I'm accountable for my personal relationships.
- I provide support in a competent manner, with care and skill.
- I promptly take steps to act on concerns about matters that impact the safety of those with a disability.
- I take all reasonable steps to prevent and respond to misconduct.



# Representation

When we're working for are-able, we represent are-able. And we take that responsibility seriously.



## How I show representation:

- I act in a way that does not harm the reputation of are-able.
- I dress appropriately when conducting are-able business.
- I always consider the possible impact of my actions on the reputation of are-able.
- I do not engage in political actions while publicly representing are-able.
- I only accept gifts when they're genuinely offered, and the giver is not seeking special treatment or favours.
- I respect the are-able logo, uniform, pin and badge, and use them appropriately.

# Advocacy

**We champion and stand up for all are-able clients, policies and procedures.**

## How I show advocacy:

- I actively encourage diversity within are-able.
- I recognise that our policies provide guidance on the way we treat each other.
- I support the safety and wellbeing of all are-able team members.
- I protect the privacy and confidentiality of are-able's clients, partners and donors.
- I adhere to are-able's Code of Conduct.
- I take all reasonable steps to prevent violence against, and exploitation of, people within my care.



## Recognising and acknowledging appropriate and excellent conduct

Are-able values excellent work, as well as the appropriate acknowledgement. Showing someone appreciation for a job well done often has a much bigger impact than expected. We encourage our team to thank people directly when someone has displayed excellent work or conduct. You might also consider notifying their manager when you've witnessed good work.

## Breach of the Code

Are-able treats breaches of this Code seriously. Everyone at are-able, including volunteers, has a responsibility to act consistently with the behaviors outlined in this Code. Failure to comply with the expectations set out in this Code may lead to disciplinary action or termination of employment as a staff member or volunteer. A breach of the law will be referred to the police or relevant legal authority under are-able's legal obligations.

## Reporting a breach of the Code

There are different ways of raising a breach. If you believe a breach of the Code has occurred in are-able, you are encouraged to raise your concern with the People & Culture team or with your manager. If your manager is involved in the breach, you should raise it with *their* manager. If you feel unable to raise your concerns, you should contact the People and Culture team or the General Manager of People and Culture.

Sometimes, our external partners require us to subscribe to their Codes of Conduct. In these circumstances, both this Code of Conduct and the partner organisation's Code of Conduct apply. Social Enterprise workers will also be required to comply with the NDIS's Code of Conduct. Are-able Employment workers will also be required to comply with the DHHS's Code of Conduct.





1800 566 066  
areable.org.au



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