



VIVID

Code of Ethics (Easy English) Policy



Step 1: Introduction

As a Supported Employee you are in a position of trust and there is an expectation of ethical behaviour on your part.



Vivid's expectations of ethical behaviour on the part of its Supported Employees have three underpinning principles: Integrity, Respect and Accountability.

Step 2: Underpinning principles

Integrity

Behave in a way which is consistent with the values of Vivid.

Conduct yourself in public in a manner which will not reflect adversely on other employees or Vivid.



Easy English

Approved by: Chief Executive Officer

Code of Ethics (Easy English) Policy

Approved: July 2017

Next Review Date February 2024

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Respect

Treat other Supported Employees, support staff, our clients, their parents, families and carers, our business partners and customers and the broader community with respect and courtesy, having regard for the dignity of the people with whom you interact.



Do not engage in bullying or other forms of discrimination or harassment, including sexual harassment in or outside the workplace.

Accountability:

Act with honesty, integrity and truthfulness with your work colleagues, external contacts and the community.



Step 3: These are also important!

Behaving Honestly

As a Supported Employee you are required to act honestly while performing your duties at all time.

Conflict of Interest

A conflict of interest may come in many forms and must be identified and responded to at the earliest possible opportunity.

For example, while working for Vivid, you are involved in decision making where you, a family member or a friend have a financial or personal interest in the outcome can result in a conflict of interest for you.

Accepting gifts, benefits or favours

Whilst working for Vivid, you must not accept gifts, benefits or favours where these may influence, or may reasonably be seen to influence, your decision making.

Conduct in Public

As a Supported Employee you must consider the impact of your actions in public whether you are on duty or not.

If you work at another job, you must ensure that the work you do and your conduct upholds the principles expressed in this Code of Ethics and does not adversely affect your work at Vivid.

Equity

Equity is about being fair and just to all people.

Diversity

An important part of respecting others is valuing the differences that all Supported Employees bring to the workplace – such as a person from a different cultural background.

Non discrimination

You must not discriminate, directly or indirectly, individuals or groups on the grounds of age, gender, race, disability and sexuality.

Health and Safety

You must take reasonable care to protect the health and safety of yourself and of others while at work.

Performance

The community expects a Supported Employee to provide responsive, effective and efficient services.

Version Control

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