



# VIVID



## Code of Conduct (Easy English)

### Step 1: What is a Code of Conduct?

A Code of Conduct is a set of rules outlining the social norms, rules and responsibilities of behaviour in our workplace.



### Step 2: Vivid's Code of Conduct

The Vivid Code of Conduct requires that all Board of Management members, employees, supported employees, potential employees, volunteers, students, contractors, clients and other external parties (including families and careers) must:



- behave honestly
- act with care
- treat everyone with respect and courtesy
- comply with the law
- comply with health and safety rules
- comply with any reasonable direction given by someone at Vivid

- maintain confidentiality
- use Vivid's resources in a proper manner
- tell the truth
- at all times behave in a way that reflects Vivid's values, upholds the vision and mission of Vivid and the good reputation of the organisation.



Easy English

#### Version Control

V1.0 - June 2017	V1.1 – 03.05.2022	V1.2 – 15.03.2023	V1.3 – 21.03.2024	V1.4 – 08.04.2025	
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