



VIVID

Code of Conduct

POLICY:

Vivid has an expectation that all people will conduct themselves in a reasonable manner at all times.

SCOPE:

This Code applies to all Vivid Board of Management members, employees (which includes supported employees), potential employees, volunteers, students, contractors, clients and other external parties (including families and carers).

PROCEDURES:

1. The Code of Conduct requires that all Board of Management members, employees (which includes supported employees), potential employees, volunteers, students, contractors, clients and other external parties (including families and carers) must:
 - 1.1 behave honestly and with integrity;
 - 1.2 act with care and diligence;
 - 1.3 treat everyone with respect and courtesy;
 - 1.4 comply with all applicable Australian laws,
 - 1.5 comply with all Vivid and statutory Occupational Health & Safety requirements
 - 1.6 comply with any lawful and reasonable direction given by someone in the organisation who has authority to give the direction;
 - 1.7 maintain appropriate confidentiality;
 - 1.8 act in accordance with Vivid's [Child Safety and Wellbeing Policy](#) at all times;
 - 1.9 take reasonable steps to avoid, and disclose to the Human Resources Manager (using the [Conflict of Interest Notification](#) form), any conflict of interest (real or apparent);
 - 1.10 use Vivid's resources, including intellectual property, in a proper manner;
 - 1.11 not provide false or misleading information;

- 1.12 act in Vivid's best interests and not make improper use of inside information, status, power or authority in order to gain, or seek to gain, a benefit or advantage;
- 1.13 not compete with Vivid by undertaking any appointment, employment, engagement, work (including self-employment) or business that adversely affects the interests of Vivid;
- 1.14 while representing Vivid in any capacity and location at all times behave in a way that reflects Vivid's values, meets the requirements of Vivid's Statement of Purpose, upholds the vision and mission of Vivid and the integrity and good reputation of the organisation.

2. Failure to comply

Failure to comply with this policy may result in disciplinary action in accordance with the [Disciplinary Policy](#). This may include informal counselling, warnings or termination of employment.

3. Related Policies and Documents

Other policies and documents which are relevant to the Code of Conduct include:

- 3.1 [Code of Ethics](#)
- 3.2 [Child Safety and Wellbeing](#)
- 3.3 [Anti-discrimination](#)
- 3.4 [Dress Code](#)
- 3.5 [Mobile Phone](#)
- 3.6 [Smoking](#)
- 3.7 [Workplace Behaviour](#)
- 3.8 [Victoria's Charter of Human Rights & Responsibilities](#)

Employee Acknowledgement

I, acknowledge receipt of Vivid's Code of Conduct, I further acknowledge that I have read and agree to abide by the terms of the Code.

Signature:

Date: / /

Version Control

V1.0 - 13/02/2018	V1.1 - 15/6/2019	V1.2 - 6/2/2020	V1.3 - 24/5/2021	V1.4 - 27/10/2021	V1.5 - 24/2/2022
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