



Policy: Code of Conduct

Understanding Your Employer's Standards, Principles, Expectations,
Morals and Ethical Practices

Purpose of the Policy

Abilify Support Services is committed to providing the best person-centred services possible and the goal of protecting and improving support for people with a disability. In order to achieve this, everyone working in Abilify Support Services must promote a positive working environment where everyone's contribution is valued.

Everyone working in Abilify Support Services should expect to be treated and must be treated with respect, dignity and fairness. In particular, bullying and/or harassment will not be tolerated. This code seeks to provide the basis for developing a positive workplace culture – a culture which reflects our value of inclusiveness, stewardship, extraordinary and ethical. These values can be expressed in many behaviours and Abilify Support Services looks for and rewards particular signature Behaviours of: consistency, leadership by example, listen create deliver and repeat; we deliver on our promises and embrace change and growth.

Purpose

The purpose of the code of conduct are as follows:

- Outline to those undertaking activities on behalf of Abilify Support Services, the ethical and professional standards that they are required to meet when working at Abilify Support Services;
- Promote ethical day to day conduct and decision making;
- The policy applied to all people undertaking activities on behalf of Abilify Support Services including full-time, part-time and casual staff and volunteers.

Scope

This policy applies to all employees of Ericks and Fredericks International Consulting Pty Ltd trading as Abilify Support Services, regardless of employment Agreement or rank.

Violations Which are Considered Against the Code of Conduct

While discipline for standard violations will follow a progressive disciplinary procedure, the Company reserves the right to implement discipline in accordance with the grievousness of the violation. Violations of these or any other company policies may subject you to disciplinary action, up to and including immediate termination:

- Theft, fraud, embezzlement, or other proven acts of dishonesty.
- Any harassment of another employee (verbal, physical, or visual), including sexual harassment such as offensive gestures, unwelcome advances, jokes, touching, or comments of a sexual nature made to or about another employee, vendor or customer.
- Obtaining employment or promotion on the basis of false or misleading information.

Email: info@abilify.com.au

Telephone: 07 4031 2240

Address: 63-65 Sondrio Street, Woree Queensland 4868

Web: www.abilify.com.au

- Soliciting or accepting gifts (money, services, or merchandise) in connection with company business.
- Reporting for work under the influence of alcohol or any illegal substances; or possession, sale or distribution of alcohol or illegal substances while on Company premises or abusing such items while representing the Company or conducting Company business
- Engaging in unauthorized employment elsewhere while on paid benefits related to illness, or while on an extended absence.
- Assisting anyone who you know or suspect to be involved in committing any crime or engaging in any conduct which rises to the level of a crime.
- Falsifying Company documents or records, including misuse of timekeeping records, or falsely inputting payment data.
- Insubordination, meaning refusing to follow legitimate instructions of a superior directly related to performance of one's job.
- Disrupting the work environment.
- Excessive absenteeism or unacceptable patterns of absenteeism.
- Repeatedly failing to use a timeclock as directed.
- Job abandonment, meaning the failure to report to work without properly notifying one's immediate supervisor, or leaving a job assignment prior to completion of your responsibilities.
- Conduct that is likely to cause another employee, customer or vendor of the Company embarrassment, loss of dignity, feelings of intimidation, or loss of opportunity, including all forms of discrimination and harassment.
- Unauthorized use of Company or customer supplies, information, equipment, funds, or computer codes/passwords.
- Knowingly mishandling a customer's or potential customer's account. This includes improper discriminatory practices.
- Refusing to repay documented overpayment of any compensation.
- Possessing firearms or weapons while on Company premises or carrying them while on Company business; or threatening the personal safety of fellow employees, customers, or vendors.
- Committing any act, on or off the Company's premises, which threatens or is potentially threatening to the reputation of the Company or any of its employees, customers, or vendors.
- Repeatedly failing to meet job responsibilities, job budget or quality requirements.

Company's Expectations

At Abilify Support Services, we expect you to:

- be present at work or allocated shifts as required.
- maintain agreed standards of performance.
- comply with health and safety policies and procedures.
- comply with all lawful and reasonable instructions.
- maintain set standards of integrity, conduct, and concern for the public interest.

Email: info@abilify.com.au

Telephone: 07 4031 2240

Address: 63-65 Sondrio Street, Woree Queensland 4868

Web: www.abilify.com.au

- demonstrate commitment to your employer's vision, values, and goals.
- be active in your self-development.

We expect you to:

- comply with all reasonable instructions and work as directed by your manager.
- be familiar with, and consistently apply, the Acts and Regulations that directly affect your work.
- be familiar with, and consistently apply, the requirements of Abilifly Support Services operational manual, as well as wider policies and procedures that affect your work, for example, policies for managing human resources.
- be consistent and fair in requiring compliance with statutory obligations.
- adhere to your delegations, not exploiting or abusing any power or authority accorded to you because of your role. Authority includes statutory, delegated and administrative authorities.
- not give any false information or make any false declaration.
- obtain permission from your manager before entering into any contract or agreement.
- not create any liability for Ericks and Fredericks International Consulting Pty Ltd T/a Abilifly Support Services beyond your authorization.
- consistently follow workplace procedures for documenting decisions for action, and the reasons for taking those decisions.
- show reasonable care for your employer's property, resources, and funds and neither use nor approve them to be used for anything other than authorized purposes.
- contribute to a safe workplace by knowing and carrying out your responsibilities (as an employee or as a manager) under health and safety legislation.
- contact your manager as soon as reasonable of your normal/rostered starting time, or in accordance with local instructions, if you are unable to work because of sickness, or an emergency.
- maintain the standard of dress and general appearance required in your workplace.

Legislative Context

The code of conduct is to be read and applied in conjunction with relevant legislation and disability standards. These includes but not limited to:

- National Disability Insurance Scheme Act 2013
- NDIS Quality and Safeguard Framework – 9 December 2016
- Ombudsman Act 1974
- Crimes Act 1900
- Crimes (Domestic and Personal Violence) Act 2007
- Anti-Discrimination Act 1977 (QLD)
- Copyright Act 1968
- Workplace Health and Safety Act 2011

Email: info@abilifly.com.au

Telephone: 07 4031 2240

Address: 63-65 Sondrio Street, Woree Queensland 4868

Web: www.abilifly.com.au

- Workplace Health and Safety Regulations 2011
- Age Discrimination Act 2004 (Cth)
- Fair Work Act 2009 (Cth)
- National Privacy Principles (2001)
- Privacy Act 1998 (Cth)
- Industrial Relations Act 2016 (QLD)
- Community Services (Complaints, Appeals and Monitoring) Act 2007 (QLD)
- Disability Discrimination Act 1992 (Cth)
- Privacy and Personal Information Protection Act, 1988
- Australian Human Rights Commission 1986 Act (Cth)
- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1975 (Cth)

Policy Context

The Code of Conduct will be interpreted and enacted in line with all other Abilifly Support Services policies and procedures.

Objective	Policy Description
Application	The Code of Conduct applies to those undertaking activities on behalf of Abilifly Support Services, whether on a permanent, temporary, casual, contractors, work experience students, volunteers and those delivering training or education in the workplace (staff).
Responsibilities	Those undertaking activity on behalf of Abilifly Support Services are responsible for the application of, and compliance with, the Code of Conduct Managers are also responsible for ensuring that the employees, volunteers, work experience students, contractors and/or those delivering training and education in the workplace whom they supervise, are aware of and understand their responsibilities under the Code of Conduct.
Breach of Policy	<p>What happens if there is a breach?</p> <p>There are several consequences for breaching the Code of Conduct. Managers have a responsibility to address alleged breaches of the Code of Conduct promptly and fairly. They need to assess the severity of the alleged breaches to determine how to deal with it. Possible outcomes for those undertaking activity on behalf of Abilifly Support Services who have breaches the Code of Conduct may be:</p> <ul style="list-style-type: none"> • Counselling. • Performance development plans. • Formal disciplinary action. • Referral to relevant external agency i.e. the police, NDIS, Ombudsman, registration authority etc. • Termination of employment, volunteer work, work experience, contract or training and education service.

Email: info@abilifly.com.au

Telephone: 07 4031 2240

Address: 63-65 Sondrio Street, Woree Queensland 4868

Web: www.abilifly.com.au

	<p>Certain sections of the Code of Conduct reflect the requirements of legislation. Therefore, breaches of these conditions may be punishable under law.</p> <p>What to do if you are concerned about a breach?</p> <p>Those undertaking activity on behalf of Abilifly Support Services should report any breach or concerns regarding a breach of the Code of Conduct to their line manager. If they are not comfortable reporting the breach to their line manager, they should report the matter to the next higher reporting or senior manager.</p> <p>Protection for people who raise concerns about a breach:</p> <p>Abilifly Support Services is committed to protecting any person who raises legitimate concerns about a breach of the Code of Conduct from retaliation or reprisal. Any attempt to take detrimental action against a person who raises a legitimate breach of the Code of Conduct will be treated seriously and may lead to a disciplinary action. Furthermore, anyone undertaking activity on behalf of Abilifly Support Services needs to be aware of Abilifly Support Services' Whistle-blower Policy.</p>
Abilifly Support Services Values	<p>Our Values are:</p> <p>Inclusiveness Stewardship Extraordinary Ethical</p>
Promoting a safe and positive work environment.	<p>We all deserve to work in an environment where we are treated with dignity and respect. We are committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our business success. We cannot afford to let anyone's talents go to waste.</p> <p>We are an equal employment/affirmative action employer and is committed to providing a workplace that is free of discrimination of all types and from abusive, offensive or harassing behavior. Any employee who feels harassed or discriminated against should report the incident to his or her manager or to human resources.</p> <p>All employees are also expected to support an inclusive workplace by adhering to the following conduct standards:</p> <ul style="list-style-type: none"> • Treat others with dignity and respect always. • Address and report inappropriate behavior and comments that are discriminatory, harassing, abusive, offensive or unwelcome.

Email: info@abilifly.com.au

Telephone: 07 4031 2240

Address: 63-65 Sondrio Street, Woree Queensland 4868

Web: www.abilifly.com.au

- Foster teamwork and employee participation, encouraging the representation of different employee perspectives.
- Seek out insights from employees with different experiences, perspectives, and backgrounds.
- Support flexible work arrangements for co-workers with different needs, abilities and/or obligations.
- Confront the decisions or behaviours of others that are based on conscious or unconscious biases.
- Be open-minded and listen when given constructive feedback regarding others' perception of your conduct.

Behave within the principles of person-centered approach in which they share skills and knowledge with others, support individuals to grow in their ability to have good lives, mentor others to enhance their personal and professional practice, build reliable alliances, motivate others, manage and influence changes in a positive manner;

- Behave within the principles outlined in the United Nations Convention on the Rights of Persons with Disabilities:
- Treat everyone with honesty, courtesy, respect, and with due sensitivity to the needs of people with different backgrounds and cultures.
- Respect all stakeholders' dignity, right, freedom, and individual needs.
- Provide a working environment that is safe, rewarding, and challenging.
- Perform all functions in a safe, responsible, and effective manner.
- Treat all (irrespective of whether they are at the same level of seniority or more senior or injury) in a way that promotes harmonious and productive working relationships and a collaborative teamwork approach.
- Represent Abilifly Support Services in a positive manner both internally and within the wider community.
- Ensure principles embedded with the vision, mission and values of Abilifly Support Services is always upheld.
- Not bully or harass other staff, client, or members of the public not to encourage or support other staff in harassing or bullying or acting in a way that is contrary to harmonious working relationships between staff.
- Where possible in the first instance, attempt to settle all conflicts involving staff or pursue such matters with their manager in a way which is proportionate to the conflict raised and utilise appropriate Abilifly Support Services' policies. The staff must recognize that in any process to resolve such conflicts, the other staff also have perspectives and rights as well.

Email: info@abilifly.com.au

Telephone: 07 4031 2240

Address: 63-65 Sondrio Street, Woree Queensland 4868

Web: www.abilifly.com.au

	<ul style="list-style-type: none"> • Take reasonable care for themselves and others when conducting business with Abilifly Support Services. This includes but not limited to reporting on workplace hazards; reporting on near miss incidents, injuries, and illness; following the Abilifly Support Services Work Health and Safety policies, procedures, and practices; and following any reasonable direction provided by Abilifly Support Services. • Obey the law.
<p>Demonstrate honesty and integrity.</p>	<ul style="list-style-type: none"> • Not engage in corruption, fraud, maladministration, or activities which may cause serious or substantial waste. • Ensure there is no conflict of interest between their personal life, working for Abilifly Support Services, and financial interests; • Inform their manager immediately if there is a conflict of interest or perceived conflict of interest. • Report to a more senior member of staff for any misconduct by others that they become aware of such corruption, fraud, maladministration, or serious and substantial waste as per the Abilifly Support Services Whistle-Blower policy. • Not provide false or misleading information to those associated with Abilifly Support Services. • Ensure actions and decisions are in line with a person-centered approach and not influenced by self-interest or considerations of personal gains or other improper motives. • Not use their position with Abilifly Support Services for or financial gain. • Respect and safeguard the property of Abilifly support services, their clients, fellow Staff, and other stakeholders. • Not accept bribes or gifts that could be interpreted as being designed to secure influence or preferential treatment in favour of the giver. Tokens or gifts up to the value of \$100 offered as an expression of gratitude, such as chocolates, can be accepted but this must be declared via a Gift Register form. The form needs to be submitted to Human Resources to be maintained on the Gift Register database.
<p>Acting Professionally and Ethically.</p>	<ul style="list-style-type: none"> • Perform duties to the best of their ability considering qualification, skills, experience, and competency. • Perform duties in line with Abilifly Support Service Values • Attend their shift at the rostered address, time and leave at the rostered time as clients purchase limited resources hence attendance is critical. • Be in a condition to carry out the full scope of their role safely when commencing work and while at work. • Comply with Abilifly Support Services Workplace Drug and Alcohol Policy and immediately notify their manager if they are aware of a breach of the above.

	<ul style="list-style-type: none"> • Comply with this Code of Conduct and the Workplace Drug and Alcohol Policy at all work-related functions. • Not smoke when you are: providing support to people receiving services; in any of the homes/units of the people we support; at Abilifly Support Services worksite; in any company vehicle; in the community; in any work meetings (both internal or external); • Inform their immediate manager if they are taking prescription medication that may prohibit them from performing their duties. • Maintain professional dress attire appropriate for the working environment in a manner that reflects positively on Abilifly Support Services in accordance with Abilifly Dress Code Policy. • Carry out their duties diligently and efficiently. • Not absent themselves from the workplace without proper notification when they are meant to be on duty. • Comply with all reasonable and lawful directions given by their managers or other staff authorised to give them. • Comply with all Abilifly Support Services' and disability sector policies, procedures, work guidelines, standards, Acts, and any other business relevant legislation or regulation which may be updated from time to time. • Comply with Abilifly Support Services Social Media Policy which may be updated from time to time. • Carry out duties in a politically, religiously, and socially neutral manner and not indicate or imply views of those of Abilifly Support Services or vice versa. • Report criminal charges or convictions against them within seven days of the charge being laid and any conviction recorded. • Report immediately any episode or incident that raises concerns about disability services, standards (or application of standards), and support provided to clients. • Reinforce Abilifly Support Services' commitment to the highest standards in business and professional ethics. • Behave and present in a professional manner when required to represent. • Abilifly Support Services in internal and/or external meetings and/or work-related functions.
<p>Maintain Professional Relationship with Clients.</p>	<ul style="list-style-type: none"> • Maintain an environment free from abuse and neglect. • Not commit any sexual offence against, with, or in the presence of people with disability, which includes: <ul style="list-style-type: none"> ✓ Having sexual intercourse with another person. ✓ Forcing, coercing, or tricking people into sexual acts. ✓ Seriously injuring or threatening to seriously injure a person. ✓ Touching or threatening to touch someone's body in a sexual manner.

	<ul style="list-style-type: none"> ✓ Any other deemed sexual offences as per the Crimes Act 1900 (QLD) which is designed to prevent sexual exploitation of people with cognitive impairment irrespective of the consent of the person with disability. • Not commit sexual misconduct against, with, or in the presence people with disability, and or staff, which includes: <ul style="list-style-type: none"> ✓ Crossing professional boundaries whereby staff can reasonably be construed as being involved in an inappropriate and overly personal or intimate relationship with, conduct towards or focus on a person with a disability or a group of people with disability. ✓ Engage in a broad range of sexual behaviours towards people with a disability such as inappropriate conversations of a sexual nature, inappropriate comments relating to sexual acts, unwarranted and inappropriate touching of a client, personal correspondence and communication with clients concerning the staff member’s romantic, intimate or sexual feelings for the clients, inappropriate exposure of client to sexual behavior of others, and watching clients undress in circumstances where supervision is not required, and it is clearly inappropriate. ✓ Patterns of behavior that is considered ‘grooming’ the alleged victim for sexual activity such as persuading the client or group of clients to have a ‘special’ relationship, inappropriately giving gifts or special favours, asking clients. ✓ to keep the relationship to themselves, encouraging inappropriate physical activity and non-accidental intimate touching. ✓ Not assault a client which includes intentionally inflicting unjustified use of physical force against them or causing a client reasonable fear that unjustified force will be used against them. Assault can also include hitting, pushing, shoving, throwing objects or making threats to physically harm a client. ✓ Not take unfair advantage of, or exploit, any relationship with clients and their families in any way including engaging in online friendship with clients and families via social media. Refer to Social Media Policy. ✓ Not, in any circumstances, ill-treat, neglect, or use physical force on a client and engage in any behavior that causes physical and/or psychological harm to client.
Professional Boundaries	<ul style="list-style-type: none"> • Ensure professional boundaries are maintained with all parties whilst working at Abilifly Support Services • It is recognised that some staff may have personal relationships with other staff. Staff must manage these relationships so that

Email: info@abilifly.com.au

Telephone: 07 4031 2240

Address: 63-65 Sondrio Street, Woree Queensland 4868

Web: www.abilifly.com.au

	<p>they are not in conflict with their professional responsibilities. Staff must declare these relationships as soon as possible by completing a Personal Relationship Disclosure Form and submit this to their manager. Management should consult with Human Resources for review and ensure that conflict of interest real or perceived is appropriately managed. Not demonstrate behaviors that can reasonably be construed as inappropriate and overly personal, or as an intimate relationship with, intimate conduct towards or focus on a person with disability or a group of people with disability.</p> <ul style="list-style-type: none">• Not seek out personal relationship, develop strong feelings for clients or their families, and provide excessive amount of personal information.• Not spend more time with a client, compared to others unless instructed by their relevant manager.• Not introduce clients to their own families, friends, or support network.• Not to socialise with clients, their family, or friends outside of work hours unless events are approved by management.• At all times support healthy lifestyle choices which should be encouraged while supporting clients' individual• decision making. That is, exercising their duty of care whilst respecting clients' autonomy and self-determination (or dignity) to make choice for themselves.• Not borrow, ask for or lend money, gifts or special favors to clients or their families, or discuss personal finances with or in front of clients.• Not allow clients to drive their own or work motor vehicle.• Not provide advice to clients outside of their expertise or the scope of their role and refer to qualified professionals or guardians to help clients with their personal decision-making process or any support needed.• Respect confidentiality and do not discuss their clients with their friends and family or disclose any personal information about themselves, other staff, or clients.• Do not criticise, complain about or discuss issues relating to Abilifly Support Services, their staff, clients, or families.• Ensure they respect their status as a guest in the homes of the clients using the services.• Ensure they do not use the client's phone to make or receive personal calls.• Not make the person being supported feel obliged to offer them food or drink. To avoid difficulties in this regard, staff must provide their own food and drink, i.e. coffee/tea, milk, sugar, or any other food items.
--	--

Email: info@abilifly.com.au

Telephone: 07 4031 2240

Address: 63-65 Sondrio Street, Woree Queensland 4868

Web: www.abilifly.com.au

	<ul style="list-style-type: none"> • Not permitted to ask the person’s permission to use food items if offered, should politely refuse. However, from time to time, it is recognized it may be in the best interest of people we support to have a drink or meal with them. In these circumstances, the responsible Service Manager must have given prior approval.
<p>Secondary and Outside Paid or Voluntary Employment</p>	<ul style="list-style-type: none"> • All staff must seek approval from their manager and relevant Executive before undertaking secondary employment or private work. As an employer, Abilifly Support Services has a duty of care under the work health safety laws to ensure the safety of all its staff. Staff must declare any conflict of interest associated with any secondary employment or private work that could compromise Abilifly Support Services. Final secondary approval must be received from the Director or delegate. • Not negotiate or engage in any discussion or agreement with Abilifly Support Services clients or their families for providing services that Abilifly Support Services has the capacity to provide. Any offer from a client or their families should be referred to their immediate manager. • Seek approval from the Director if requested to be a presenter at any conference (including participating in panels, public speaking etc.). • If offered a Directorship of an outside Organisation or statutory authority, first seek approval of the Director. • Communicate employment status (full-time or Part-time) to ensure there is no conflict of interest, or the total hours worked is regarded excessive and there is risk of the staff being fatigued as per Safe Work • Australia guidelines.
<p>Use Official Resources Lawfully, Efficiently and Only as Authorised</p>	<ul style="list-style-type: none"> • Use work resources efficiently. • Follow any special direction or conditions that apply to the authorised use of official resources such as, but not limited to the Motor Vehicle Policy when using organisational cars for non-official purposes. • Limited personal use of Abilifly Support Services internet and email resources. • Staff should note email messages sent from Abilifly Support Services are official records. • Personal use of Abilifly Support Services communication and access to devices is not considered private or appropriate. • Abilifly Support Services may monitor and report on the use of any of its communication and access devices which include but not limited to laptops, computers, tablets, mobile phones, internet usage reports, and car space entry cards. • All Abilifly Support Services internet and/or email resources for accessing, transmitting, storing, or downloading pornographic,

	sexually explicit, or otherwise inappropriate material. Refer to Abilifly Social media Policy.
Maintain the Security of Confidential and Sensitive Official Information	<ul style="list-style-type: none"> • Keep confidential, all personal information and records such as, but not limited to, client information, medical information, personal information used for marketing purposes, personal information contained on personal file. • Not divulge or disclose to any other individual, any information relating to the business, accounts, finances, secrets, dealings, transactions, or affairs of Abilifly Support Services, whether actual or contemplated. • Not use or release official information without proper authority including on social media that could identify or divulge client information in line with the Abilifly Support Services Privacy Policy and Procedure. • Maintain the security of confidential and/or sensitive information including those stored on communication devices. • Not disclose, use, or take advantage of information obtained in the course of official duties, including when ceasing employment with Abilifly Support Services. • Where any doubt exists as to the release on information, refer the matter to the Director. • Ensure familiarity with and follow requirements of the Privacy Policy and Procedures contained in the Abilifly Support Services Policies and Procedures Manual. • Consult the Director on any media enquiries to Abilifly Support Services prior to any response being made. • Under no circumstances deal directly with the media without prior reference to the Director. • For consistency, refer press releases and public announcements to the Director prior to issue. • Discuss if they have any personal, financial or other involvement may lead to a conflict of interest with the business of Abilifly Support Services, discuss this with the Director and agree on an appropriate course of action that will be documented and placed in their personal file.
Adherence to Copyright Laws	<p>The following materials are protected by copyright law which is contained in Federal legislation (the Copyright Act 1968) as interpreted by the courts:</p> <ul style="list-style-type: none"> • Written materials such as books, reports, journal articles. • Artistic works, like paintings, photographs, maps, and plans. • Music. • Dramatic works. • Computer programs. • Compilations of materials such as directories and databases. • Electronic (including internet) publications in general.

Email: info@abilifly.com.au

Telephone: 07 4031 2240

Address: 63-65 Sondrio Street, Woree Queensland 4868

Web: www.abilifly.com.au

	<ul style="list-style-type: none"> • Sound recordings such as recorded music or talking books. • Cinematographic films such as feature films and television programs including commercials. <p>Copyright is infringed when a person copies a protected material without the copyright owner’s written permission or uses it in another way controlled by the copyright owner e.g. screening or playing copyright material, such as films in public.</p> <p>Copyright may also be infringed by using only part of a work.</p> <p>Copyright material may be used without permission if it is used for certain purposes such as research or study and use of the material is ‘fair’. (please refer to the Australian Copyright Council Information Sheet titled ‘Copyright for research or study’).</p> <p>Those undertaking activity on behalf of Abilifly Support Services must:</p> <ul style="list-style-type: none"> • Not copy (or authorise anyone to copy) a protected material, in full or in part, without the copyright owners’ written permission, unless the material is used for certain purposes deemed as ‘fair’ such as research or study. • Not use (or authorise anyone to use) Abilifly Support Services equipment to copy a protected material without the copyright owner’s written permission, unless the material is used for a certain purpose deemed as ‘fair’ such as research or study. • Not copy (or authorise anyone to copy) computer programs/software. • Not download, email or print (or authorise anyone to download, email or print) a material from a website without the copyright owner’s permission unless the material is used for certain purpose deemed as ‘fair’ such as research or study. <p>When worker leave Abilifly Support Services, they must:</p> <ul style="list-style-type: none"> • Not misuse or abuse their position with Abilifly Support Services to obtain future employment. • Not allow themselves or their work to be influenced by plans or offers of outside employment.
NDIS	<p>Disability Service providers are registered under the authority of the NDIS Quality and Safeguard Commission. All service providers are required to abide by the NDIS Code of Conduct.</p> <p>In providing supports or services to people with disability, a person covered by the Code must:</p>

	<ul style="list-style-type: none"> • Act with respect for individual rights to freedom of expression, self-determination, and decision-making in accordance with applicable laws and conventions. • Respect the privacy of people with disability. • Provide support and services in a safe and competent manner with care and skill. • Act with integrity, honesty, and transparency. • Promptly take steps to raise and act on concerns about matters that may impact the quality and safety of supports and services being provided to people with disability. • Take all reasonable steps to prevent and respond to all forms of violence against, and exploitation, neglect, and abuse of people with disability. • Take all reasonable steps to prevent and respond to sexual misconduct. <p>As such, Abilifly Support Services employees and anyone undertaking activities on behalf of Abilifly Support Services must comply with the NDIS Code of Conduct.</p> <p>Anyone can raise a concern or complaint with the NDIS Quality and Safeguard Commission about providers or workers who breach the NDIS Code of Conduct.</p> <p>To find out more about the NDIS Code of Conduct, call 1800 035 544. Or go online at https://www.ndiscommission.gov.au/participants/complaints</p>
--	---

Agreement

I have read, understood, and agree to comply with the above Code of Conduct whilst working or volunteering with Abilifly Support Services. By signing this Code of Conduct, I acknowledge my commitment to achieve the best outcomes for clients and ensuring my work environment is safe and supportive.

Print Name: _____

Date: _____

Signature: _____