

CARERS SA – CODE OF CONDUCT

EASY READ



We are Carers SA

When you read the words 'we' or 'our' it means Carers SA.



This is the Carers SA **Code of Conduct**.



A Code of Conduct is a set of rules for our **staff**.

Carers SA staff include our workers, volunteers, students and leaders.



This Code of Conduct is written in an easy read way.



You may see some hard words. We will explain what they mean.

You can ask someone to help you read this.



You can find other versions of the Code of Conduct here:
www.carerssa.com.au



Statement of Commitment

Where you read **commitment**, it means a promise.

We are committed to making a workplace where everyone is happy, safe and works together.



Everyone including adults, children and young people have the right to be and feel safe.

We will not allow harm or any chance of harm to **children and young people** in our workplace.



- **Children and young people** include anyone under 18 years old.

Carers SA leaders will make sure all laws and rules are followed to keep everyone safe.



Carers SA leaders will treat everyone fairly.



Your Responsibilities

Where you read **responsibilities** it means things that Carers SA staff must do.

Carers SA staff must:



- Agree to this Code of Conduct
- Know the rules and follow them



- If staff do not know, or are unsure what to do, they need to ask someone



- Make sure everyone feels safe, included and listened to



If staff do not follow the rules Carers SA will take action. This could include staff losing their job.

Fair and Equal Treatment



Where you read **treatment** it means how Carers SA staff are cared for.



All staff at Carers SA will be treated in a caring and kind way.

Staff should not feel scared or harmed.



Carers SA welcomes people from different backgrounds.

This includes people who are:



- Aboriginal or Torres Strait Islander



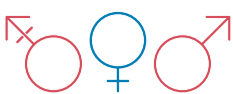
- People who come from different countries or speak different languages



- People with a disability



- People who are **LGBTQIA+**



- This means people of any gender or who don't have a gender. And those who like any gender including male, female, both or neither.

Safety



Carers SA gives staff a safe workplace.

All Carers SA staff must work safely to protect everyone.



Carers SA staff should not do anything that is against the law.

Carers SA staff should tell a leader if they see anything unsafe or feel uncomfortable.



Child and Young Person Safety

Carers SA is a safe place for all children and young people.
All Carers SA staff will:



- Read and follow the Carers SA Child and Young Person Safety Policy.
- Try to protect children and young people from harm.
- Tell **authorities** if a child or young person is being harmed.

An **authority** is someone who protects children or young people from harm such as the police or government.



- Listen with care and kindness to the thoughts and feelings of children and young people.



All Carers SA staff will not:



- Use bad language
- Touch or make a child or young person feel uncomfortable
- Contact a child or young person if it is not about work

Health and Wellbeing



Where you read **wellbeing** it means to feel good or comfortable.

Carers SA will support staff health and wellbeing.

Carers SA has an **Employee Assistance Program**.



This means Carers SA staff and their families can talk to a counsellor about work problems or other worries.

A **counsellor** is someone who listens and talks to people about their worries.



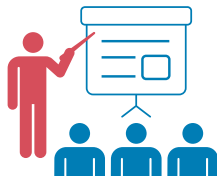
Teamwork

Everyone at Carers SA works together to help and care for each other.



Staff should be kind, caring and truthful to each other.

Carers SA support new ideas and new ways of working together.



Carers SA staff will do training to improve their skills and work as a team.

Conflicts of Interest

A **conflict of interest** is something a staff member does to make things better for them or their family and friends, instead of doing the best thing for Carers SA.

Staff should try to do the best thing for Carers SA.



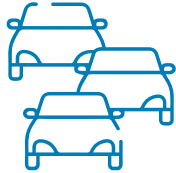
If staff are not sure they should talk to a leader at Carers SA about the right thing to do.

Money and Belongings



Carers SA staff will use money carefully.

We will not waste money or use money on things that are not allowed.



Things that belong to Carers SA including cars can only be used for Carers SA work.



If staff lose or damage something that belongs to Carers SA they should report this to a leader.

Technology and Information



Where you read **technology** it means things like computers, phones, ipads and televisions.

Staff will follow the Carers SA rules and the law when using technology.

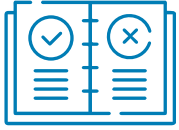
Staff must make sure everyone's information stays private.



This includes things like personal information and passwords.

Staff should close their computer screen when not at their desk to keep information private.

Breaking the Code of Conduct



If anyone breaks the rules in this Code of Conduct it should be reported to a leader at Carers SA.



You can talk to a leader at Carers SA to ask a question about the Code of Conduct.



You can talk to a leader at Carers SA if you have a problem or worry about something you see in the workplace.

Leaders in Carers SA will listen to you and treat everyone fairly.

You can contact Carers SA by:



Calling 08 8291 5600



Sending an email to info@carerssa.com.au



Giving online feedback at www.carerssa.com.au/feedback/