



**EASY READ**

# Code of Conduct



**St Vincent de Paul Society**

NSW

*good works*



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# Information about this Guide



St Vincent de Paul Society NSW wrote this guide.

When you see the word 'we', it means St Vincent de Paul Society NSW.



We have written this guide in an easy to read way.

We use pictures to explain some ideas.



We have written some words using **bold**.

We explain what these words mean.



This easy to read guide is a summary of our Code of Conduct **policy**.

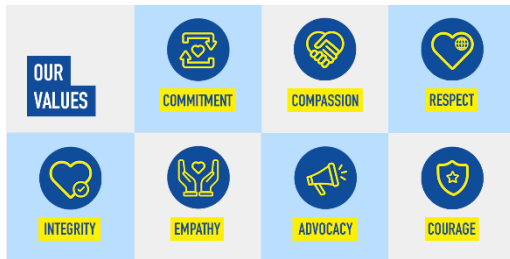
A policy is a plan the Society writes that tells people what to do.



The Code of Conduct tells us what is ok and what is not ok.

The Code of Conduct helps us provide good services that keep everyone safe.

## Information about this Guide



The Code of Conduct uses our Values as the standard for how we do this.



Values are a set of directions which help us to make good decisions and choices.

We need to act in line with these values.



You can find the policy on the:

[Staff Portal](#) OR the

[Members and Volunteers \(MAVS\) website](#)



You can ask for help to read this guide.

A friend, family member or support person may be able to help you.

# Code of Conduct



I will respect all people.



I will follow all the rules of the St Vincent de Paul Society.



## 1. Society Values



I will treat everyone well.

It doesn't matter if they are not like me.



I will use Vinnies technology correctly.

## 2. Respect



I will not say or do anything that hurts any person.



I am friends with everyone and will always help when I can.



I will not abuse anyone.

Abuse is when someone hurts you.

Or you hurt another person.



Abuse is not ok.



I will tell my supervisor if I know or see someone at work being abused.



### 3. Empowering People Experiencing Poverty or Disadvantage



I will respect everyone.

It does not matter if they are not like me.

I will find a way to help them help themselves.



I will not do more than the other person asks me to do or make them feel uncomfortable.



### 4. Safeguarding Children at Work

**Safeguarding**



**Children**



I will treat children with respect and listen to their ideas.

I will not kiss or cuddle any children at work.



I will not be alone with a child while I'm at work.



I will not hurt children or say mean things to them.



When I am not at work, I will not contact any child I work with.



If I think a child is unsafe I will tell my supervisor.



## 5. Supporting People with Disability



We will support a person's right to make all decisions they can about their life.





We will respect what the person wants and listen to them.



We will keep the person's information private.

We will explain to the person if we need to share their information.



We will make sure everyone has the same chances as other people.



## 6. Performance of Duties



I will do my best as a worker, member or volunteer.



I will look after myself and others at work.

I will follow my supervisor's directions to stay safe.



I will go to training so I can do my job even better.



## 7. Use of Resources



I will look after the equipment work gives me to do my job.



I will keep the Society's information private and not share it with anyone outside where I work.



## 8. Conflict of Interest



I will say "No thank you" if a participant tries to give me a gift.



If I have another job which stops me from working at Vinnies when I am asked to, I will tell my supervisor.

## 9. Integrity



I know I have integrity when I am honest and tell the truth.



I will not steal



I will not say bad things about a person's

- Culture
- Religion
- Looks
- Sexual attraction



I will not

- Make fun of people for being different
- Make jokes about how people speak
- Say bad things about a group of people who may be different



## Breaches of the Code of Conduct



A breach means not following the rules or breaking the rules.



If you break the rules there will be an investigation.

Investigation means to find out what happened.

The person who does this is called the investigator. This can be your supervisor, or their supervisor.



The investigator will look at the facts.

Facts are the truth.



If I break the rules I might

- Get a letter saying what I have done wrong
- Have to do training so I can get better at my job
- Lose my job.



If you think someone has broken the rules you must tell your supervisor or someone at work you trust.



Or, you can write a letter and send it to the Complaints Handling Officer.



If you need help understanding the Code of Conduct you can speak to your supervisor.



## CODE OF CONDUCT AGREEMENT

As a member, volunteer or employee of the St Vincent de Paul Society NSW, I agree to abide by the Society's Code of Conduct.

I understand that this Code of Conduct supplements the various legal and policy obligations I have as a member, volunteer or employee of the Society. If I am between 14 and 18 years old, I confirm that a parent, guardian or responsible adult has gone through the Code of Conduct with me and has signed below.

My name is:	
Sign your name here:	
My position is:	
Where I work:	
Date:	
Name of my <b>Guardian</b> :	
Your Guardian is your parent or responsible adult who helps you make decisions for your life.	
Signature of Guardian:	
I confirm that I have explained the Code of Conduct to the named individual above.	
Date:	