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| Form: OCP- DN - 003 | <h1>Code of Conduct</h1> |  |
| Revision: 1 | | |
| Review Date: 01/2024 | | |

General Manager's Message

I am sharing our On-Country Pathways values with you at the beginning of this Code of Conduct because they are the solid foundation that we will continually build our business upon.

Respect – treat everyone with respect

Cultural Safety – champion culturally safe practices

Trust – build professional relationships

Community – contribute to community development

Support – encourage, guide and listen

We strive to live these values every day and we expect our program participants, program partners and staff to do the same. Simply put, we all need to do the right thing by each other and for ourselves and the people around us.

Please read these words carefully. If you see or know of something that you believe doesn't meet the requirements of this Code, you should not hesitate to raise your concerns. When things go wrong, we need to be open and honest, so we can put things right.

Jebb Hutchison

General Manager
On-Country Pathways

Our Code

Our Code of Conduct is required reading for everyone engaged in an On-Country Pathways program. For every Program, we ask our candidates, partners, and staff to read, understand and sign up to this Code. This is your copy to keep and use as a reference.

Why we need a Code

We are all responsible for our own actions and a Code of Conduct places obligations on everyone involved with our programs. Our Code is a practical guide, setting out expectations, responsibilities and provides information and direction for you while engaged in an On-Country Pathways program. It supports us to ask, 'What is the right thing to do?' and then to do it.

Who must comply with this Code?

The Code applies to everyone engaged in an On-Country Pathways program. Specifically, this Code applies to:

- On-Country Pathways **staff**
- On-Country Pathways **candidates and program participants**
- On-Country Pathways **mentors**
- Contractors or **employers** (that provide work placements for candidates)

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Child Safety

On-Country Pathways is committed to the safety and wellbeing of Indigenous children and young people we engage on our programs, and we have zero tolerance of child abuse of any kind. On-Country Pathways is committed to adopting and implementing the **National Principles for Child Safe Organisations** by embedding child safety and wellbeing priorities in our organisation's leadership and governance structures and within the culture of our organisation.

Cultural Safety

Cultural safety underpins everything we do and is about creating an environment that is safe for Aboriginal and Torres Strait Islander people. This means there is no assault, challenge or denial of their identity and experience. On-Country Pathways is committed to ensuring every program we deliver is culturally safe for our participants, partners and staff. We have an expectation that all those engaged with our programs have an understanding of what cultural safety is and are committed to providing a culturally safe environment during our programs.

My ethical responsibilities

We should all behave ethically – which is about doing the right thing. This means you should:

- Act honestly and with integrity
- Treat others with respect
- Demonstrate high standards of personal behaviour
- Comply with lawful instructions and directions
- Comply with organisational policies and procedures
- Comply with the law

My professional responsibilities

In the workplace we all expect high standards of professionalism. To support this, you should:

- Obey any lawful direction or instruction given to you
- Start and finish on time and when directed
- Present for work in a fit state and not under the influence of alcohol or drugs
- Not smoke in any worksite or workplace, except within officially designated smoking areas
- Practice high standards of personal health and safety and correctly use PPE
- Not engage in inappropriate relationships or behaviour

Managing workplace conflict

We all have a responsibility to contribute to a harmonious workplace. Sometimes however, there will be workplace tension. It is important to try to resolve any conflict as soon as possible and before matters escalate. If this is not possible or is not working, seek guidance from your supervisor and employer or the On-Country Pathways Program Manager.

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Conflict of interest

It is not necessarily wrong or unethical to have a conflict of interest. What is important is that the conflict of interest is identified, declared, and managed appropriately.

There are three different types of conflicts of interests that you need to understand:

- **Actual** – a real and direct conflict between your current duties and responsibilities and your existing private interests
- **Potential** – when you have private interests that could conflict with your work duties or responsibilities in the future
- **Perceived** – where it could be perceived by a third party (such as a customer, vendor/supplier, or colleague), that your private interests could improperly influence the performance of your duties or responsibilities, whether or not this is in fact the case.

All three types of conflicts of interest are serious and you need to declare and manage any interests that may present a conflict for you. You may have complex conflicts of interest because of where you live and/or the nature of your current job, previous jobs or associations, and/or work situations where you deal with people you know outside of work.

Speak with the On-Country Pathways Program Manager about your personal circumstances and ensure that all actual, potential, or perceived conflicts are disclosed and managed appropriately.

How I report behaviour that breaches the Code

At any point during a program, you may observe or become aware of another person including a staff member, another candidate, a mentor, or employer within the program acting in a manner that is contrary to this Code – this is also called breaching the Code. If this happens, you should inform your immediate supervisor and the On-Country Pathways Manager. If this is not possible, report it directly to the On-Country Pathways General Manager.

Consequences of breaching the Code

If you are found to have breached this Code, On-Country Pathways may take the following action(s), depending on the nature and severity of the breach:

- Caution: issue a written caution
- Warning: issue a written warning, with conditions
- Termination: issue a termination notice, and/or
- Reporting: report the matter to relevant authorities, where applicable.

Multiple or serious breaches of the Code will be administered in the following manner:

- Cautions – a third Caution becomes a Warning
- Warnings – a second Warning becomes a Termination Notice
- Termination Notice – a Termination Notice disqualifies eligibility on future OCP programs
- Reporting – disqualifies eligibility on future OCP programs

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Contact Details

On-Country Pathways Program Manager, Darren Moffitt – **0439 184 719**

On-Country Pathways General Manager, Jebb Hutchison – **0402 214 748**

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| Employee Name: | Sign: | Date: |
| Inductee Name: | Sign: | Date: |