



# PREPARE PRODUCE PROVIDE

## CODE OF CONDUCT & CONFIDENTIALITY

EFFECTIVE: 1 JUNE 2020

### INTRODUCTION

#### Background

Prepare Produce Provide (PPP) is the trading name for Live To Tell Your Story Inc, a not for profit organisation established in 2013. The aim is to use food and cooking as a vehicle to help meet the needs of young people in our community while providing training and support for them to develop future career pathways.

Within PPP are programs such as 5000meals “Food for the Soul” and Djinda Ngardak (DN).

### DEFINITIONS

Prepare Produce Provide is abbreviated as PPP.

All references to Prepare Produce Provide in this document will use the term Organisation.

This document is for employees, staff and volunteers. All references to employees and volunteers in this document will use the term staff.

#### Aim of this Code

The Code provides a set of general principles to guide staff in their conduct as employees and volunteers in their commitment to supporting the organisation. These principles are designed to give guidance to when making both professional and personal decisions. Decisions of staff made in the context of their private lives might nevertheless impact on their professional standing.

#### Applicability of the Code

The requirements of the Code apply to staff in the daily performance of their work duties. However, staff need to be aware that inappropriate or improper conduct outside of the work environment or outside of normal working hours may still be regarded as misconduct and may bring their professional suitability into question. Staff have the same rights as all other citizens. However, as they are also public officials, they have a responsibility to conduct themselves in a manner that will not negatively impact upon their ability to perform their work, or undermine public confidence in this program.



## Enforcement of the Code of Conduct

If a staff member engages in conduct which may constitute a breach of this Code, the staff member may be the subject of formal disciplinary action pursuant to the direction of the Board.

## OUR VALUES

Prepare Produce Provide (PPP) promotes ethical practice and appropriate standards of conduct and behaviour, and is committed to work and learning environments where all individuals are treated with respect and dignity. Therefore, the actions of staff are to be guided by the Organisation's values. These values reflect social responsibilities owed to students, care-givers and other community members, and to each other. These values should be given practical expression in the day-to-day operations of the Organisation:

**Learning:** We have a positive approach to learning and encourage it in others; we advance student learning based on our belief that all students have the capacity to learn.

**Excellence:** We have high expectations of our students and ourselves. We set standards of excellence and strive to achieve them. The standards and expectations challenge all of us to give of our best.

**Equity:** We recognise the differing circumstances and needs of our students and are dedicated to achieving the best possible outcomes for all. We strive to create workplaces and learning environments that are free of discrimination, abuse or exploitation.

**Care:** We treat all individuals with care. Our relationships are based on trust, mutual respect and the acceptance of responsibility. We recognise the value of working in partnership with parents/carers and the wider community in providing a quality education for our students.

## PRINCIPLES

PPP expects staff to maintain high standards of behaviour in all activities and environments associated with their employment. To assist staff to meet this expectation, the Organisation has developed the following principles:

### 1. Personal Behaviour

As staff of the Organisation we behave with integrity in all personal conduct and treat all others with due consideration.

Staff are expected at all times to behave ethically and act with integrity. In practice, this means staff:

- treat others with respect, dignity, courtesy, honesty and fairness and with proper regard for their rights, safety and welfare;
- make decisions fairly, impartially and promptly, having regard to all relevant information, legislation, policies and procedures;
- contribute to a workplace that is free of harassment, bullying or discrimination against colleagues, students or members of the public;
- encourage positive work habits, behaviour and personal and professional workplace relationships and boundaries;
- do not engage in behaviour that may bring your own reputation or that of the Organisation into disrepute; and
- do not tolerate or participate in behaviour that is inconsistent with these principles.



## **2. Communication and Official Information**

As staff of the Organisation we only use official information for authorised purposes. In practice this means staff:

- only disclose official information or documents as required by law or where proper authorisation is given; and
- do not misuse official information or documents for personal or commercial gain for themselves and/or others.

## **3. Fraudulent and Corrupt Behaviour**

As staff of the Organisation we act ethically and avoid engaging in any behaviour which may be considered fraudulent and/or corrupt. This means staff:

- do not engage in conduct which is dishonest and that causes actual or potential benefit or detriment to any person or entity; and
- do not misuse their position to the advantage of themselves or others.

## **4. Use of Organisation Resources**

As staff of the Organisation we use the resources of the Organisation in a responsible and accountable manner. In practice this means employees:

- are diligent and efficient in the use of public resources;
- are accountable for the use of Organisation resources; and
- do not use Organisation resources, including work time, for private or commercial gain for themselves and/or others.

## **5. Record Keeping and Use of Information**

As staff of the Organisation we ensure that Organisation information is properly recorded, managed and maintained.

In practice this means employees:

- properly record actions and decisions to ensure transparency and accuracy;
- securely store records and confidential information; and
- comply with any relevant Organisation policies and procedures.

## **6. Conflicts of Interest**

As staff of the Organisation we ensure that our private interests and affiliations do not conflict, or appear to conflict, with our public and professional duties. In practice this means staff:

- verify that personal, financial or political interests of themselves or those of their family and/or associates do not conflict with, or influence, their professional obligations;
- make appropriate declarations of all actual, potential or perceived conflicts of interest; and
- properly manage any actual, potential or perceived conflict of interest.

