

Wyndham Community and Education Centre Inc Code

Policy name	CODE OF ETHICS
Responsible person	CEO, Board of Management
Staff involved	All
Review dates	2013
Related documents	Privacy Policy and Procedure, Staff and Volunteer Code of Conduct, Strategic Plan, Vision statement, Constitution and Statement of Purpose.

Purpose

Wyndham Community and Education Centre Inc's (WCEC) Code of Ethics states the values of WCEC that guide staff, Board of Management, members and volunteers to ensure the best possible standards of service delivery and professional conduct. The Code of Ethics embodies both WCEC's vision and values contained in its Strategic Plan and the principles that underpin our approach to our work within the community. The code helps promote confidence in the organisation.

Vision

The Vision for Wyndham Community & Education Centre is to be a leader in education, training and community services in Wyndham City and surrounding areas as appropriate.

Our services will provide opportunities that lead to further education and employment pathways, enhance well-being and improve quality of life.

Values

Due to the diversity of staff, students, Board of Management and volunteers Wyndham Community & Education Centre is guided by the following set of values:

- Tolerance
- Respect
- Co-operation
- Integrity

Wyndham Community & Education Centre demonstrates and promotes these values through:

- Providing access and equity to all members of the community
- Implementation of its policies and procedures.

This document was accepted by the Committee of Management of the Wyndham Community and Education Centre Inc on 8/6/2011 and supersedes all previous versions.

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Principles of Practice

1. Service to Our Community

- Staff, Board members and volunteers will ensure they understand the vision, values, statement of purpose and strategic plan of the organisation.
- Staff, Board members and volunteers will undertake to understand and respond to community needs from a social justice perspective.
- Staff, Board members and volunteers will demonstrate tolerance and respect for human rights and principles of fairness, equity, opportunity and dignity for all regardless of cultural background, gender, age, religion or disability.

2. Professional Conduct and competence

- Clients and students will be informed of their rights and responsibilities and be provided with accurate and current information.
- WCEC will ensure that staff, Board members and volunteers possess and maintain professional knowledge and skills to competently perform their duties.
- Staff, Board members and volunteers will comply with relevant legislation, regulations, guidelines, policies, procedures and codes of conduct.
- Staff, Board members and volunteers will support the organisation publicly.
- Staff, Board members and volunteers will work cooperatively, as part of a team and commit to resolving conflict as it arises.
- Staff, Board members and volunteers will adhere to OH&S processes and will not act unsafely or put others at risk.

3. Integrity

- Staff, Board members and volunteers will, at all times, act fairly, in good faith and without bias or prejudice.
- Staff, Board members and volunteers will maintain the integrity of the organisation through maintaining high professional standards, including appropriate standards of behaviour and conduct that does not cause harm to others.
- Staff, Board members and volunteers will ensure the confidentiality and privacy of students, clients and colleagues is respected and maintained at all times except when compelling moral, ethical or legal reasons exist.
- Staff, Board members and volunteers will respect the integrity of other organisations that WCEC is involved with
- Staff, Board members and volunteers will ensure that actual or potential conflicts of interest are declared.

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