



Having a Say Conference

Code of Conduct



A full copy of VALID's Code of Conduct Policy or other policies can be requested. E: havingasay@valid.org.au



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Code of Conduct

At Having a Say everyone needs to behave in a good way to each other.

The 'Code of Conduct' is a guide to:

- What behaviour is okay and what is not okay.
- How VALID will respond to bad behaviour (misconduct).



Who is covered by the Code of Conduct?

The following **rules** apply to **EVERYONE** who is involved with the Having a Say Conference including:

- Participants, families, workers, support staff and carers
- Volunteers
- VALID staff
- Guests
- Exhibitors and presenters



Acceptable Conduct

VALID expects **everyone** to behave and treat others with respect.

- respecting the rights of others
- doing the right thing e.g. handing in lost property
- being honest, e.g. respecting other people's property
- contributing to a happy and safe event
- doing your best in a role you have e.g. volunteer
- being reliable (e.g. turn up on time)





Acceptable (Good) behaviour continued



- being courteous and respectful to others
- working together in a happy way



- being patient and supporting people to communicate (talk, use device or write) in their own time



- respecting the culture of others

- treating everyone equally



- being fair to others, e.g. not treating them differently

- caring about others e.g. not being noisy so people can't hear



- respecting the gender and sexuality of others

- respecting the religious beliefs of others



- supporting other people to learn and grow

- listening to different points of view even if we don't agree



- reporting misconduct if you see it



Misconduct - Unacceptable Behaviour

Good (acceptable) behaviour is listed on the next page.

We want to be clear on what is bad behaviour and is not acceptable.

So, the following examples are given of what is not okay (misconduct):



- Harassing or bullying any person



- Being aggressive and rude to others e.g. yelling

- Damaging building or property



- Discrimination or racism against another person

- Treating people badly due to their gender or sexuality

- Making suggestive or unwanted sexual remarks



- Inappropriate actions of a sexual nature, such as, touching someone without permission

- Following someone around when they don't want you to



- Swearing at others in an aggressive or offensive manner

- Abusing others e.g. verbal or physical

- Stealing and/or touching other people's property



- Any crime, e.g. stealing, vandalism, hurting someone



Reporting Misconduct

If you see someone behaving in a bad way.

You need to report this to someone (see list below)

Volunteers are required to report misconduct to one of the following:

- Any VALID staff member
- Registration Desk
- Volunteer Coordinator
- Security office if it is a serious incident



Your Rights

Everyone has rights at VALID, staff, participants and workers.

You have the right to:

- Be treated with respect and dignity
- Feel safe at the VALID office and at our events
- Have respect for your culture, race, gender and sexuality
- Be listened to
- Have a say
- Make your own choices
- Privacy and confidentiality
- See the information VALID has about you





Your Responsibilities

VALID expects **everyone** to be good to others and treat them with respect.



- Respecting the rights of others, including their:
 - privacy and confidentiality
 - dignity
 - diversity (culture, religion, ethnicity)



- Acting ethically, that is doing the right thing and being honest



- Contributing to a happy, safe and successful event
- To do your best in your role or to an activity
- Being reliable (e.g. turn up on time)



- To be courteous and fair in how we communicate and act
- Caring about the interests, rights, safety and welfare of others - such as smoking only in smoking areas



- Making decisions fairly and not using your position to gain advantage for yourself or for any other person



- Supporting the personal and professional development of others
- Working together with others to achieve common goals and to get along in a happy, harmonious manner
- Listening to and seeking to understand different points of view (this does not mean you have to agree with what the other person says, just be respectful)



- letting VALID know if you are charged and/or convicted of a crime



What happens if you break the Code of Conduct

If a person breaks the Code of Conduct, then VALID needs to take action, which may include:



1. A VALID Coordinator will talk to the individual about their behaviour
2. Support staff or their family/carer are encouraged to be involved
3. We hope that all can agree about how the individual can continue to participate in the activity.



4. If agreement cannot be found or if the individual continues to break the rules the VALID CEO will become involved



5. If a person continues to break the rules (Code of Conduct)
 - especially where their actions are upsetting and/or putting others at risk:
 - they may be asked to leave an event or activity.



6. Where a person has committed a crime, VALID will need to report this to the police.



7. VALID understands that some individuals' behaviour may be due to their impairment or disability.

8. A person's disability will be considered as part of making decisions about whether they can continue to be part of VALID activities.



9. At any time, an individual or their advocate can choose to make a complaint about the process.



10. This will then be dealt with through the VALID Complaints Policy available on the VALID website.

When another service is involved



Where an incident (abuse, neglect, bullying etc.):

- occurs during a VALID event or activity:
- to an individual in the care of staff from another service.

the VALID CEO will follow-up with that service provider to make sure that the service has:



- completed an incident report
- taken appropriate action (per their incident policy)
- provided appropriate support to victims &/or staff
- provide any information to the service they need
- reported incidents to police if a crime may have been committed



Questions and More Information



Questions or for more information, please contact:
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