

Code of Conduct For Afford Staff



Affords Code of Conduct



This guide has been written by Afford. When you see the word 'we', it means Afford.



This is an easy read guide to Affords Code of Conduct policy.



The Code of Conduct tells you the rules of Afford.

It tells you what is ok and what is not ok.



The Code of Conduct includes our Values.

Our Values tell you what Afford expects from you in your job.

Our Values help you make good decisions and choices.





The Code of Conduct is for all Afford staff.



You can ask for help to read this guide.

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

Affords Values



Integrity. This means you do the right thing.



You tell the truth.



You do your job as well as you can.



You follow the law.

You follow Afford's rules.



Respect. This means you value every person.

You respect:

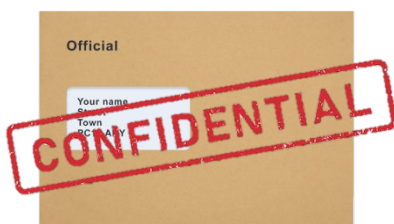
- Managers
- All staff
- People who use our service



You are kind and polite to other people.



You treat all people with the same respect.



You keep personal information about other people to yourself.



Empathy. This means you care about other people.



You think about what you say.
You think about what you do.



You listen to what other people have to say.



You tell people when they have done a good job.



Co-operation. This means you work with others.



You help others when they need it.



You say "thank you" when someone helps you.



You work with others to make Afford a good place to work.



You read Affords rules and follow them.



Excellence. This means you do your best.



You learn new skills to do your job better.



You support people using our services to do their best.



You make sure you and other people are safe.

Affords Rules



We have rules about how everyone should behave at Afford.

The rules are for when you are:

- at work
- at a work party or celebration
- on social media. Like Facebook.





You must keep clients safe.
Clients means people who use our service.



You must give clients a good service.



You must follow the NDIS Code of Conduct.

You can read the NDIS Code of Conduct- Easy Read at this link

www.ndiscommission.gov.au/easyread

You can ask your manager for a copy of the NDIS Code of Conduct.



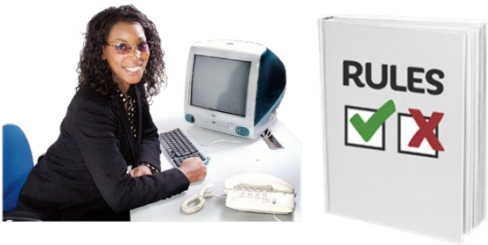
You see a problem.



You are worried a client is not safe.



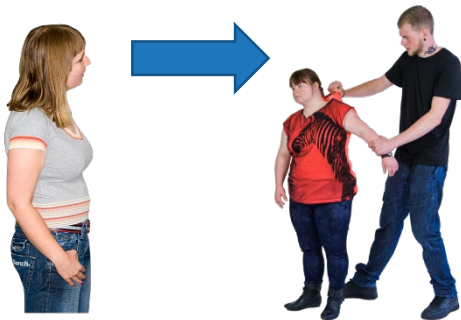
You must tell your manager.
They must help you with the problem.



**Managers must follow
Afford's rules.**



Your manager must check you
know Afford rules.



You see a problem.
You see someone does not
follow Afford rules.



You must tell your manager.
They must help you with the
problem.



You have a problem with your manager.



You tell your manager's boss.
They must help you with the problem.



You do the right thing at work and work events.



You must treat everyone well.
You must be kind to others.



You must not make jokes about other people being different.



You must not say bad things about a person's:



- age



- culture



- gender

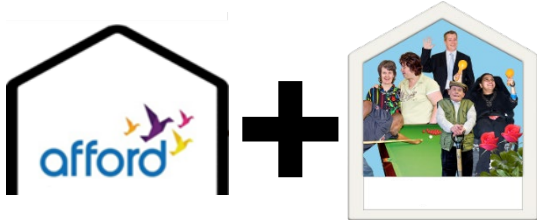


- sexual attraction.



You must not behave in a sexual way that is:

- against the law
or
- not welcome.



We need to know if you do other work.
You work for Afford.
You also work at a different place.



You must tell your manager.



You must not tell people who use our service to use the other place you work.



We need to know if you do a serious crime.



- The police say you:
- did a crime
 - may go to jail.

Or



You go to court.
The court said you did the crime.



You must tell your manager.



We need to know if someone tries to give you money or a present for your work at Afford.



A person wants to give you money and it is not your pay. You cannot take the money.



A person wants to give you a big present. Like a phone. It is worth a lot of money. You cannot take the present.



A person wants to give you a small present. Like a box of chocolates. It is worth a small amount of money.



Talk to your manager.
Your manager may say you
can keep it.



You must share the present.



We must know if you want to talk for Afford.

Talking for Afford mean you want to say what Afford is thinking or doing:



- to a large group of people



- on radio or television



- on social media. Like Facebook



- in books, newspapers or on the internet.



You can only talk for Afford if the CEO has said you can.



You want to talk about what you are thinking and doing. You must make sure no one can see you work for Afford.



You are wearing your Afford uniform. Someone can see you work for Afford. This means you are talking for Afford.



We have rules about drugs.

You must not take illegal drugs when doing work for Afford.

You must not give illegal drugs to other people while doing work for Afford.



You think someone at work has taken illegal drugs.



You must tell your manager.



We have rules about alcohol.

Alcohol means drinks like beer or wine.



Sometimes there will be alcohol at work events. Like a party.

You can drink a little bit of alcohol at these work events.



You must not drink alcohol when doing work for Afford. Like working with clients.



You think someone at work has been drinking alcohol.



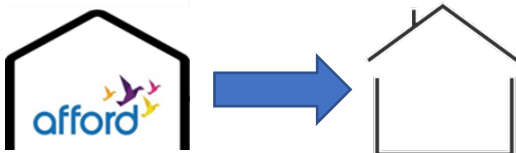
You must tell your manager.



We think you have taken illegal drugs or alcohol and you are at work.



You might look or act different.
You cannot do your job.



We might ask you to leave work. We might ask you to take time off work.



We might ask you to take a drug or alcohol test



You do not want to take the test.



You cannot work that day.
You may need to stop working for Afford.



The test says you do have illegal drugs or alcohol in your body.



You cannot work that day.
You may need to stop working
for Afford.



**You have a drug or alcohol
problem.**



We want you to tell us.
You can tell your manager.



We can tell you how to get
help.
We can talk about the
problem.



We want to keep you and others safe at work.



We have rules about smoking.

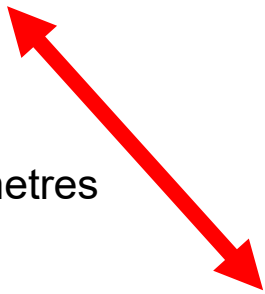
You must not smoke in Afford workplaces.



You must not smoke in front of clients.



15 metres



You want to smoke.
You must be 15 metres away
from Afford buildings.
This means 15 very big steps
away.



We watch you at work.



We want to keep you and
others safe.



We want to make sure you are
doing the right thing.



We have security camera in some Afford workplaces.



We might check what you are doing on your work computer.



We might check who you call or send text messages to on your work phone.



We might check where you drive the Afford car or van.



There is a policy that tells you more about watching you at work.

We call it the Workplace Surveillance policy.



You can ask your manager for a copy.



Made with Photosymbols.

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