



SpectrumSpace

# SPECTRUM SPACE

## Code of Conduct

Doc No: SS HR  
P002  
Revision No: 003  
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### 1. Purpose

The Code of Conduct sets out principles to the behaviour expected by those engaged by or involved in services provided by Spectrum Space.

### 2. Scope

This Code of Conduct is applied to Spectrum Space Board members, staff, contractors, volunteers, participants and their parents/guardians. It applies to all business operations and functions, including those that are undertaken off site.

### 3. Code of Conduct

**3.1** All board members, staff, contractors and volunteers are to:

- 3.1.1 Act with respect for individual rights to freedom of expression, self-determination and decision-making in accordance with Spectrum Space policies, procedures, applicable laws and conventions
- 3.1.2 Respect the privacy and confidentiality of participants and Spectrum Space board members, staff, contractors and volunteers
- 3.1.3 Provide supports and services in a safe and competent manner, with care and skill
- 3.1.4 Act with integrity, honesty and transparency
- 3.1.5 Promptly take steps to raise and act on concerns about matters that may impact the quality and safety of Spectrum Space supports and services
- 3.1.6 Take all reasonable steps to prevent and respond to all forms of violence, exploitation, neglect and abuse
- 3.1.7 Take all reasonable steps to prevent and respond to sexual misconduct
- 3.1.8 Contribute to a workplace free of harassment, bullying or discrimination
- 3.1.9 Perform relevant duties as per the role description
- 3.1.10 Use a strengths-based and person-centred approach to support participants and their parents/guardians
- 3.1.11 Declare all actual, potential or perceived conflicts of interest and manage them appropriately as advised by Spectrum Space management or Board
- 3.1.12 Strengthen, preserve and promote positive relationships between participants and their family and/or other significant people in their life.

**3.2** Any alleged breaches of the Code of Conduct by staff and volunteers may result in disciplinary action and/or the implementation of underperformance processes as per the Performance development and review procedure. Any alleged breaches of the Code of Conduct by board members may result in termination of their appointment by the Board. Any alleged breaches of the Code of Conduct by contractors may result in the cessation of services.

**3.3** Participants and their parents/guardians are to:

- 3.3.1 have regard for the safety of themselves and others in a group setting
- 3.3.2 respect the privacy and confidentiality of other participants
- 3.3.3 act with integrity, honesty and transparency
- 3.3.4 Act with respect for Spectrum Space staff, volunteers, other participants and their guardians (parents, guardians, carers or support workers).

**3.4** Any alleged breaches to the Code of Conduct by participants may result in actions taken by Spectrum Space staff to provide education around appropriate conduct and in serious circumstances, may lead to suspended access to Spectrum Space services.



#### 4. Reference Documents

##### 4.1 State legislation and documents

- 4.1.1 Corruption and Crime Commission Act 2003 (WA)
- 4.1.2 Western Australia Public Sector Code of Ethics.

##### 4.2 Internal documents

- 4.2.1 SS HR F009 - Group Assistant description
- 4.2.2 SS POL P003 Child Safe Policy Statement
- 4.2.3 SS POL P014 Social Media Policy Statement
- 4.2.4 SS POL P006 Smoke Free Policy Statement
- 4.2.5 SS POL P005 Alcohol and Other Drugs Policy Statement
- 4.2.6 SS POL P013 Mobile Device Policy Statement
- 4.2.7 SS POL P013 Inclusiveness and Diversity Policy
- 4.2.8 SS POL P001 Work, Health, Safety & Environment Control Policy Statement

#### 5. Spectrum Space complies with the NDIS Code of Conduct as follows:

The Code of Conduct requires workers and providers who deliver NDIS supports to:

- act with respect for individual rights to freedom of expression, self-determination, and decision-making in accordance with relevant laws and conventions
- respect the privacy of people with disability
- provide supports and services in a safe and competent manner with care and skill
- act with integrity, honesty, and transparency
- promptly take steps to raise and act on concerns about matters that might have an impact on the quality and safety of supports provided to people with disability
- take all reasonable steps to prevent and respond to all forms of violence, exploitation, neglect, and abuse of people with disability
- take all reasonable steps to prevent and respond to sexual misconduct.

There are guidelines available to help both [NDIS providers](#) and [workers](#) understand their obligations under the NDIS Code of Conduct.

#### 6. Revision Status Record

Date	Rev	Description of Status or Revision	Prepared by	Approved by
11 Jan 2021	002	Amalgamation of Code of Conduct for staff, participants and parents and guardians and transfer to new template	Melissa Koh	Louise Sheehy & Board
28 Oct 2021	003	Amalgamation of Spectrum Space Code of Conduct and NDIS Code of Conduct	Meena Thiru	Helene Hansen & Board
Click for date.				
Approval of Current Revision				
Name	Position	Signature	Date	
Helene Hansen & Board	CEO		28 October 2021	

