

# REACH CODE OF CONDUCT POLICY

## 1 Statement of Commitment

The Reach Foundation prioritises the safety and wellbeing of all participants, recognising that some participants experience additional vulnerabilities and participants under the age of 18 require additional protections.

All participants have the right to be safe and feel safe in any environment.

Reach is committed to a culture that does not tolerate child abuse, neglect, exploitation or discrimination and will work actively towards preventing it.

Reach's policies, practices, systems, and dedication to learning and development enables both the organisation and its stakeholders to fulfil this commitment.

Reach will take all concerns relating to the safety and wellbeing of participants, seriously, and respond promptly, sensitively and in line with all legislative obligations.

Reach acknowledges the importance of listening to and engaging the views of young people and the significant value they bring to the organisation.

This is an ongoing commitment underpinned by our organisation's approach to continuous improvement.

## 2 Rationale

This policy ensures Reach staff are aware of their legal and policy obligations and work in a way that promotes safe practices, minimises the risk of harm to all participants and responds appropriately to reports or allegations of harm.

## 3 Scope and Application

For the purpose of this policy, those in scope of this policy are referred to as **Reach People**, and include:

- Board Directors
- All Reach staff
- Crew Members
- Facilitators and Facilitators in Training
- Other volunteers
- Contractors including all partner organisation staff working in or attending a Reach programs

For the purpose of this policy, those this policy applies to are referred to as **Participants**, and include:

- Reach participants under the age of 18
- Reach participants over the age of 18

- Visitors to Reach sites or locations where Reach services are being provided
- Other children or young people connected to Reach.

Or **Colleagues** and include:

- Crew members or Facilitators in Training under the age of 18

## 4 Code of Conduct

- Reach's Code of Conduct plays an important role in safeguarding participants. It applies to all Reach People.
- The Code of Conduct is to be reviewed, agreed to, and signed by all Reach People across the organisation, with a customised version available for those contracted by an external organisation but working within Reach programs and services.
- The Code of Conduct explicitly sets expected behaviours and prohibited behaviours that apply to Reach People, with a specific focus on safeguarding young people, recognising these may be participants and colleagues.
- Failure to comply with this Code may result in disciplinary action, up to and including termination of employment and/or notification to external authorities.

### 4.1 Expected Behaviours

#### Compliance

**I will comply with all applicable laws, policies, and procedures. I will:**

- Comply with any legislative, industrial, or administrative requirements, and all lawful and reasonable directions given by persons in authority.
- Comply with mandatory reporting requirements, including but not limited to, mandatory reports of domestic and family violence, reportable conduct involving children and young people or other regulatory requirements.
- Use Reach technology and social media responsibly and in accordance with Reach policies.
- Collect, use, and disclose confidential information only in accordance with Reach policy and applicable privacy laws.
- Comply with all health and safety regulations and report any hazards or unsafe conditions immediately.

#### Professionalism

**I will conduct myself in a professional manner. I will:**

- Be punctual, reliable, and committed to delivering high-quality work.
- Dress in a manner that is appropriate for my role and the work environment and professionalism of the organisation.

- Keep all records, documents and communications accurate, truthful, and up to date.
- Use resources (funds or equipment) responsibly, effectively, economically, and sustainably.
- Ensure I have the required delegation to authorise expenditure or use of Reach resources.
- Maintain the integrity and security of Reach intellectual property, organisational, commercial, and other information.
- Differentiate my personal views from those of Reach and will not use Reach branded platforms to publicly express my personal opinions.
- Be transparent in my actions and whereabouts.

## Integrity

### **I will act with integrity. I will:**

- Uphold the highest standards of honesty, integrity, and transparency in the conduct of my duties.
- Make decisions ethically, fairly and without bias, using the best information available.
- Act in the best interests of Reach.
- Avoid or declare any conflicts of interest, including disclosing any pre-existing relationship that may lead to a conflict of interest.
- Immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, or sexual, exploitation abuse and harassment, including those under traditional law, which occurred before or during engagement with Reach.

## Safeguarding

### **I will always take active steps to prevent harm or abuse of a child, young person, participant or colleague, or another person connected to them or to Reach. I will:**

- Apply and promote the rights of the child and the best interest of the child principle to all decisions and actions.
- Apply the principles of trauma informed care when working with participants and colleagues, prioritising the goal to do no further harm.
- Provide a welcoming, inclusive, trusted, and safe environment for all participants and colleagues where everyone is treated fairly regardless of their background.
- Establish clear professional boundaries, communicate these effectively and regularly and maintain these at all times.
- Educate myself and adapt my behaviour to ensure it is professional and appropriate for the environment and the people I am working with.
- Communicate safely and effectively with participants and colleagues, in person and online.
  - Listen and respond to participants, and take what they say seriously

- Encourage participants to participate in the decision making that affects them (where applicable).
  - Always use appropriate and inclusive language and communication with participants and colleagues.
- Comply with Reach guidelines relating to film and photography of participants and colleagues, only using their images or stories with their informed consent and where required, their parents or guardians' consent, and for work-related purposes including promotion, fundraising and development education.
- Be aware of and respect any cultural differences, sensitivities, and expectations of the different communities we work with, and adapt my behaviour to ensure it is appropriate in that setting.
- Take any concerns about the safety of a participant or colleague seriously, and respond in line with policies, procedures, guidelines and the law.
- Immediately report any concerns or incidents of behaviour that contradicts the behaviour outlined in the Code of Conduct.

## 4.2 Prohibited Behaviours

### Compliance, professionalism and integrity

**I will not act in a way that is contrary to the expected behaviours listed above. I understand that the following behaviours are prohibited and may result in disciplinary action which may include termination of employment.**

#### **I will not:**

- Act in a discriminatory, harassing, bullying or violent way towards any other person.
- Act or fail to act in a way that results in harm to others, a violation of rights and/or breaches my duty of care obligations.
- Participate in, or assist others to participate in, any illegal and/or criminal activities.
- Develop personal relationships with participants or colleagues, including initiating after-hours contact in person and via digital and social media platforms.
- Participate in the process relating to the selection, appointment, or promotion of a person with whom I share a personal relationship, for example a family member.
- Share confidential information online or through social media platforms.
- Use Reach information to further their own interests or the interests of others.

### Safeguarding

**I will not harm or abuse, in any form (sexual, physical, emotional, neglect, harassment, racism, discrimination or bullying) a child, young person, participant or colleague, or another person connected to Reach. I will not:**

- Use inappropriate, offensive or discriminatory language when speaking with a participant or colleague.
- Do things of a personal nature with a participant that they can do for themselves, such as assistance with toileting or changing clothes.
- Use any computer, mobile phone, video camera, camera or other technology inappropriately, including to sexually exploit or harass any participant or colleague, or access or disseminate exploitative material through any medium such as social media.
- Groom a participant or another person connected to Reach in any way, including by:
  - *Developing a relationship with a participant or colleague that may be deemed exploitative or abusive.*
  - *Behaving provocatively or inappropriately with a participant or colleague.*
  - *Condoning or participating in behaviour of that is illegal, unsafe or abusive.*
  - *Supplying a participant or underage colleague with alcohol or drugs.*
  - *Seeking to make contact and spend time with any participant outside the program.*
  - *Buying gifts or providing financial support to a participant or colleague or accepting gifts that are disproportionate to my role and/or not disclosed.*
  - *Offering lifts or other means of support that are outside of my role.*
- Harm a participant or colleague or another person connected to Reach, including:
  - *Hold, kiss, cuddle or touch a participant or colleague in an inappropriate, unnecessary or culturally insensitive way.*
  - *Smack, hit or physically assault or use any form of physical punishment to a participant or colleague.*
  - *Sexually abuse a participant or colleague including physically, verbally, non-verbally, in person or online.*
  - *Engage in behaviour that is intended to neglect, control, manipulate, threaten, shame, humiliate, belittle or degrade participant or colleague.*
- Harass or exploit a participant or colleague, or another person connected to Reach, including:
  - *Use my position to coerce any person to engage in sexual intercourse or any sexual activity.*
  - *Exchange or withhold funds services or support of any kind of exploitative behaviour.*
- Ignore, cover up or further enable any form of harm or abuse to a participant or colleague that I am aware of or have reason to believe is or has occurred. This includes both direct actions and inactions.

## 5 Reporting mechanisms

Employees are encouraged to report any behaviour that may breach this Code to the CEO or a Senior Manager.

In some cases, reports to external authorities such as the police and child protective authorities may be required.

Reach is committed to maintaining the anonymity and safety of those who report misconduct wherever possible, who cannot be treated detrimentally for raising concerns and are protected under whistleblower legislation.

Failure to comply with this Code may result in disciplinary action, up to and including termination of employment and/or notification to external authorities.

## 6 Breaches of this policy / code

Failure to comply with this policy and code may result in disciplinary action, up to and including termination of employment and/or notification to external authorities.

It is important that people within Reach have the confidence to come forward to speak or act if they have any concerns or incidents of behaviour that contradict any behaviour outlined in this policy or the Reach Code of Conduct.

## 7 Privacy and information sharing

All Reach People involved in the handling of allegations of child abuse or neglect will be mindful of the sensitive nature of the issue and take all reasonable steps to maintain confidentiality and respect the privacy of all those involved.

In order for Reach to perform its functions under the Child Safe Standards, it may be required to collect personal information about people and disclose that information to a third party.

Personal information which is collected and/or disclosed about an individual will be managed in accordance with the [Reach Privacy & Confidentiality Policy](#),

## 8 Approval of Policy

This policy is approved by the Board of Directors at their meeting dated 14/4/2025

## 9 Related Policies

- Safeguarding Policy
- Code of Conduct Acknowledgements
- Complaints Policy

- Privacy & Confidentiality Policy
- Acceptable Use of IT Policy
- Risk Management Policy
- Recruitment Policy
- Incident Management Policy
- Responding to Concerns Procedure.
- Reporting Concerns Flowchart
- Safeguarding Education Plan
- [Vic CCYP Empowerment & Participation of Children, Young People Guidelines.](#)
- [UN Convention on the Rights of the Child](#)

## 10 More Information

If you have a query about this policy or need more information, please contact Reach CEO.

## 11 Version Control and Review Details

This policy version was adopted by Reach Foundation on: 14/4/2025

This policy was last updated on: 14/4/2025