

The Bryan Education Foundation (TBEF) is committed to ensuring that all staff, volunteers, and governing body members act ethically, responsibly and in the best interests of the organisation.

TBEF is committed to ensuring that individual interests that conflict with the interests of the organisation are identified and managed so that they do not affect the services, activities or decisions of the organisation.

All governing body members, staff, volunteers, and contractors are required to notify the organisation when other interests and/or commitments conflict with the best interests of the organisation. Declaration and management of conflicts of interest are specifically required for governing body members and all staff.

Principles underlying the code of ethics

- Every individual, regardless of any individual differences, has the right to reach their full potential, provided that doing so does not infringe on the rights of others.
- Every individual is protected against discrimination on the basis of sex, age, race and disability.
- Social inclusion is a human right and encourages individuals to play an active role in society. An inclusive society is based on the fundamental values of tolerance and embracing diversity.
- Every society has a responsibility to treat their members equitably and to make extra adjustments, if necessary, for those who are disadvantaged.
- TBEF recognises First Nations people and their right to self-determination.

Version	Date Approved	Date for Review
1/12/2025	1/12/2025	1/12/2026

Overview

This policy is underpinned by The Bryan Education Foundation's values of Respect, Integrity, Compassion, Inclusion, Collaboration and Accountability, which guide all decision-making and conduct.

All employees, contractors, volunteers and Board members are required to acknowledge their understanding of, and commitment to, this Code of Ethics and Conduct as part of their induction. Service providers engaged under the FamilyLinQ model must also provide written acknowledgement of the Code prior to commencing work at a FamilyLinQ site.

The [Code of ethics and conduct](#) sets out the standards of ethical behaviour expected of all TBEF personnel. It details responsibilities to participants, the organisation, colleagues and the profession and requires that all actions reflect TBEF's values and uphold the highest standards of integrity and professionalism.

Employees are to identify and report any conflicts of interest, uphold the confidentiality and privacy of other employees and participants, and use organisational resources for appropriate purposes only.

Employees are obligated to report unethical behaviour.

Child Safe Code of Conduct

All employees involved in the delivery of services or making decisions about children and young people are also required to acknowledge their adherence and agreement to the [Child safe code of conduct](#) upon joining or induction into the organisation.

The [Child safe code of conduct](#) details TBEF's commitments to keeping children and young people safe, including acceptable and unacceptable behaviours.

The prevention of harm or abuse of children is paramount in the [Child safe code of conduct](#) and all suspicions of harm or abuse must be reported through the relevant TBEF Policy.

Process

All employees will be given the [Code of ethics and conduct](#) and [Child safe code of conduct](#) (if relevant) prior to commencing any role in TBEF.

The Codes must be read and acknowledged within 7 days of commencement.

The Codes are to be proactively discussed in team and leadership meetings on a regular basis.

Management will provide guidance and further instruction to employees who are unsure about their obligations under the Codes or what to do in a specific situation.

Breaches of the Codes

Behaviours that may constitute a breach of this Code include, but are not limited to, failure to comply with organisational policies and procedures, inappropriate or disrespectful conduct, misuse of organisational resources, breaches of confidentiality, conflicts of interest, discrimination, bullying or harassment, or any other behaviour that undermines the values and integrity of TBEF.

In managing possible breaches of this Code, TBEF will apply principles of natural justice and procedural fairness, prioritise the safety of children and vulnerable adults, and balance transparency and openness with privacy and confidentiality obligations.

All employees, volunteers, and service providers are expected to raise concerns about any actual or potential breach of this Code, whether by themselves or others.

Reports should be made to the employee's relevant line manager in the first instance. Serious or sensitive matters may be referred directly to the Chief Operations Officer or Executive Director. Reports relating to the safety or wellbeing of a child or young person must be made in accordance with the Child protection reporting procedure. Individuals who believe serious misconduct, corruption, or unlawful behaviour has occurred may also make a protected disclosure under the [Whistleblower policy](#).

All reports will be documented and retained in accordance with TBEF's record-keeping requirements so that repeated or systemic breaches can be identified and addressed appropriately.

Any substantiated breach of this Code may result in corrective or disciplinary action in line with the Disciplinary and termination policy, which may include counselling, formal warning, suspension, or termination of employment or engagement. Volunteers or service providers who breach this Code may have their engagement with TBEF or FamilyLinQ terminated.

Where employment or engagement ends as a result of a substantiated breach of this Code, any reference provided by TBEF will reflect factual employment details only.

Conflicts or offers of gifts and benefits must be managed in line with the [Conflict of interest policy and Gifts and benefits policy](#).

Refer also to the [Whistleblower policy](#) and [Conflict of interest policy](#) for related reporting obligations.

Definitions

Term	Definition
Child or young person	Any individual under the age of 18 years.
Conflict of interest	Refer to the Conflict of interest policy for definitions, guidance, and examples.

Ethics	The set of moral principles and values that guide workplace behaviour, decision-making, and professional conduct.
Natural justice	The right to a fair and impartial process when decisions are made that may adversely affect a person. This includes the right to be informed of allegations, to respond to them, and to have an unbiased decision-maker.
Organisational values	The guiding statements that express the culture of the organisation and influence the way people work and make decisions on its behalf.
Service provider	An individual or organisation engaged under contract or agreement to deliver programs or services on behalf of The Bryan Education Foundation or through the FamilyLinQ model. This includes partner organisations, consultants, and contractors.
Volunteer	A person who performs work or duties for TBEF without financial remuneration and is formally engaged under TBEF's <i>Volunteer management policy</i> .
Workplace confidentiality	The obligation to protect and restrict information obtained through work, and not disclose or share it without authorisation or legal requirement.