

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.

## Overview

All staff, volunteers and governing body members (“employees”) are required to sign an agreement confirming their understanding of and commitment to adherence to the [Code of ethics and conduct](#) on joining or induction to the organisation.

The [Code of ethics and conduct](#) requires TBEF board, employees, volunteers, service providers, and contractors of TBEF to commit to the TBEF values and uphold the standards of work. [Code of ethics and conduct](#) also details the responsibilities of employees to participants, the employer (TBEF), colleagues and their profession.

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

Breaches of the Codes will be taken seriously, and appropriate action taken. Depending on the nature of the breach, appropriate action can include disciplinary action including termination, performance management, and referral to regulators or other authorities.

In dealing with potential breaches of the Codes, TBEF encourages the reporting of concerns about behaviours that may constitute a breach.

All employees are required to raise concerns about their own or others' breach or possible breach of the Codes. Reports should be made to a supervisor, line manager or cluster lead. Reports will be documented and held so that repeated breaches by an individual can be identified.

Depending on the nature of the concern, low level issues can be resolved informally and quickly where possible and appropriate. Higher level concerns can be examined in a timely manner and preferably before matters escalate.

Repeated breaches will be dealt with seriously as they may indicate a pattern of behaviour that is suggestive of grooming, abuse, neglect, exploitation, bullying, discrimination or other unacceptable behaviour.

In matters relating to the Codes and possible breaches, TBEF commits to:

- Natural justice
- Prioritising the safety of children and vulnerable adults
- Transparency and openness as appropriate; balanced against privacy and confidentiality requirements.

Where an employee's engagement with TBEF is terminated due to a breach of one of the Codes, TBEF will not provide a positive reference for the former employee.

## Definitions

Term	Definition
<b>Organisational values</b>	<b>The</b> guiding statement that the organisation uses to convey the culture of the organisation, is to positively influence the way staff work and the decisions they make on behalf of the organisation.
<b>Ethics</b>	The set of moral principles that guide workplace behaviour.
<b>Workplace confidentiality</b>	The restriction of information acquired as part of a job within the organisation until such time as it is officially released.