



Regional Early Education
and Development Inc

EMPLOYEE CODE OF CONDUCT



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INTRODUCTION

Regional Early Education & Development Inc. (REED) is a not-for-profit organisation established in March 2018. REED was developed as a unique cluster operation model to meet the need for sustainable, and financially viable, quality Early Childhood Education & Care (ECEC) services to children and families of the Wheatbelt. REED now extends further into Regional WA.

REED is governed by a skilled, voluntary Board who manage the strategic and fiscal direction of the organisation. The unique cluster structure of REED includes a centralised administration, finance, human resources, quality assurance and operations teams.

OUR CHILD SAFE COMMITMENT

All children attending or visiting REED ECEC services, events or premises have the right to be safe from harm and abuse. The wellbeing of children and their right to feel safe, heard and understood is our priority. REED has a zero tolerance to child abuse and is committed to maintaining and embedding child safeguarding practices to create and maintain an environment where children feel valued, protected, and safe.

OUR PURPOSE

“Strengthening equitable access to unleash life-long learners in regional WA.”

This is REED’s purpose statement, and it is at the core of all that we do. Every decision we make, and every action we take, is driven by this purpose. By providing equitable access to high quality early childhood education we unleash the life-long learning potential of regional children.

REED’s Strategic Plan 2025-2027 outlines how we will achieve our purpose through four strategic pillars:

- ❖ Being the best we can be;
- ❖ Growing purposefully;
- ❖ Making early learning matter; and
- ❖ Forging uncharted territory.

OUR VALUES



Partnering with regional families and communities

- ❖ We communicate openly and honestly.
- ❖ We find a shared way forward.
- ❖ Our commitments are solid (we do what we say).



Creating safe environments where everyone belongs

- ❖ We prioritise children and staff safety and wellbeing.
- ❖ We create inclusivity by respecting everyone's journey and culture.
- ❖ We actively listen to our children.



Supporting each other to grow and evolve

- ❖ We empower each other.
- ❖ We embrace and celebrate progress.
- ❖ We act collectively to deliver locally.



Unlocking sustainability with curiosity and innovation

- ❖ We pursue new opportunities for excellence.
- ❖ We ask the hard questions.
- ❖ We think in solutions not problems.

PURPOSE

A Code of Conduct is a set of standards and behaviours related to the way we do our work. It puts a responsibility on each of us to use sound judgement while at work.

It aims to deliver best practice by ensuring those standards are clear and guided by sound ethics. By consistently applying these standards, we enhance public trust and confidence in each of us.

The Code does not cover every situation. However, the values, ethics, standards, and behaviours it outlines are a reference point to help make decisions in situations it does not cover. If you act in good faith and in keeping with the spirit of the Code, you can expect to be supported by your colleagues, your manager/ team leader/supervisor and by REED.

All REED Personnel are obligated to understand what forms appropriate conduct to help build the respect and trust of REED throughout the workplace and with relevant stakeholders. This is achieved by demonstrating standards of behaviour and ethics that reflect REED's mission, vision, and values.

TO WHOM AND WHEN DOES THE CODE APPLY?

All REED employees (regardless of their employment status, role or position – e.g. permanent, temporary, casual or part-time employees, managers, supervisors, team leaders, team members or individuals), contractors, consultants, agency casuals, contingent workers and volunteers are bound by this Code of Conduct. The Code applies to the conduct of employees in the course of their employment with REED:

- In the workplace
- During work activities
- At work related functions (on and off REED premises and outside normal business hours).

The Code may also apply to certain activities or behaviours undertaken by employees outside of the workplace where it may impact upon the image and reputation and activities of REED, for example the use of social media or wearing REED identified clothing in public.

LEGISLATIVE PRINCIPLES AND VALUES

REED adheres to the Early Childhood Australia Code of Ethics and the National Principles for Child Safe Organisations. A review and link to these principles are noted below.

These legislated principles form the basis of this Code of Conduct. They apply to all employees and guide our thinking, actions and decision-making. Application of this code is supported by REED policies, procedures and protocols.

Early Childhood Australia Code of Ethics – Is a set of statements about appropriate and expected behaviours of early childhood professionals. <https://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/>

National Principles for Child Safe Organisations – Lists 10 National Principles to build capacity and deliver child safety and wellbeing organisations. [https://childdsafe.humanrights.gov.au/sites/default/files/2019-02/National Principles for Child Safe Organisations2019.pdf](https://childdsafe.humanrights.gov.au/sites/default/files/2019-02/National%20Principles%20for%20Child%20Safe%20Organisations2019.pdf)

GUIDING PRINCIPLES OF THE CODE

Our principles are designed to give guidance in our conduct as an employee, our relationships as well as in our decision-making.

WE VALUE REEDS REPUTATION AND ACT IN THE BEST INTEREST OF REED.

- We behave in a way that reflects positively on REED's reputation and exemplifies our values no matter whether we are at a work or site or elsewhere.

WE ACT WITH HONESTY AND INTEGRITY.

- We stay thoughtful and objective in all our professional relations, taking care never to act with bias or preference.

WE ACT IN AN OPEN, TRANSPARENT, AND ACCOUNTABLE MANNER AND COMMIT TO USING REED'S RESOURCES RESPONSIBLY.

- We use REED's resources in a responsible, efficient, and accountable manner and for the purposes of REED only.
- We disclose any conflict of interest that might arise and do within reason, everything possible to appropriately manage one that may exist, or may be seen to exist.
- We avoid any fraudulent or corrupt behaviour, and we report actual or potentially fraudulent, corrupt, or illegal activities through the appropriate mechanisms.
- We will ensure we use the approved business letterhead and Logos for official business purposes only and we will not alter, distort, or modify the logo or letterhead in any way.

WE COMMIT TO ENSURING A CARING, HEALTHY AND SAFE WORKPLACE.

- We take personal responsibility for our own health and safety, when at work.
- We take responsibility to provide a culturally safe environment.
- We protect the health and safety of our colleagues and children in our care.
- We comply with REED Child Safeguarding Policy and REED Child Safe Code of Conduct.

WE ACT PROFESSIONALLY AND TREAT OTHERS WITH RESPECT, COURTESY, AND FAIRNESS.

- We are inclusive and welcome the diversity of our colleagues and community.
- We treat our colleagues, children and clients with respect and dignity.
- We are professional and courteous with members of the public.

WE RESPECT AND MAINTAIN PRIVACY AND CONFIDENTIALITY WHILE CAPTURING EVIDENCE OF OUR BUSINESS ACTIVITIES.

We manage information to comply with relevant legislation and policies.

We ensure that information is only used for authorised purposes and is protected from theft, unauthorised disclosure or inappropriate use.

All workplace participants are expected to observe the highest standards of ethics, integrity, and behaviour during the course of their employment or engagement with REED Inc. This Code provides an overview of the REED's fundamental values. It is by no means exhaustive, but summarises some of REED's most important policies, which are based on standards that underline business ethics and professional integrity. These standards apply to all workplace participants.

CONDUCT EXPECTATIONS

We also agree to:

- (a) Comply with all laws, policies, procedures, rules, regulations and contracts. Including but not limited to complying with REED Child Safeguarding Policy and REED Child Safe Code of Conduct.
- (b) Comply with all lawful and reasonable directions from the Business.
- (c) Be honest and fair in dealings with customers, clients, suppliers, co-workers, management, and the general public.
- (d) Display the appropriate image of professionalism at the workplace. Wear the required uniform, and if a workplace participant wears their own clothes, ensure their appearance is neat and tidy.
- (e) Treat customers, clients, suppliers, co-workers, company management and the general public in a non-discriminatory manner with proper regard for their rights and dignity. In this regard, discrimination, victimisation or harassment based on a person's race, colour, religion, national origin, age, sex, sexual orientation, marital status, family responsibilities, pregnancy or potential pregnancy, union membership or non-membership, mental or physical disability, or any other classification protected by law will not be tolerated and may result in disciplinary action including termination of employment or contract for service.
- (f) Promptly report any violations of law, ethical principles, policies and this Code.
- (g) Maintain punctuality. If a workplace participant is late or cannot report for work, please telephone and let the appropriate manager or team leader know as soon as possible.
- (h) If a workplace participant is required to leave the work premises for personal reasons, they should advise the appropriate manager or team leader as soon as possible.
- (i) Do not use work time for private gain. Ensure all personal activities including phone calls and meetings are arranged outside of working hours.
- (j) REED has a legitimate interest in the private activities of workplace participants where such activities may bring disrepute upon the Business in its relationships with customers, clients, suppliers, and the general public at large. In the event where the reputation of REED has been compromised, an investigation will be undertaken with the workplace participant involved and could result in discipline up to and including termination of employment or contract for service.
- (k) Maintain and develop the knowledge and skills necessary to carry out duties and responsibilities in the role in which workplace participants are engaged.
- (l) Observe health and safety policies and obligations and co-operate with all procedures and initiatives taken by the Business in the interests of work health and safety.
- (m) Be truthful in all dealings with persons encountered at the workplace. Workplace participants must not make false or misleading declarations during the performance of their duties or when providing services on behalf of REED. A declaration can be considered to be misleading if information is omitted or presented in a manner that enables a misleading view of the situation to be formed. Failure to comply with reporting requirements and falsifying records and other documents may lead to discipline.

- (n) Refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment or give rise to the reasonable suspicion or appearance of improper conduct or biased performance.
- (o) Not act for an improper or ulterior purpose to the detriment (whether perceived or actual) of the Business.
- (p) Workplace participants must not abuse the advantages of their position for private purposes or solicit or accept any gift or benefit in connection with their employment or engagement which might compromise or be seen to compromise their integrity or REED's reputation.
- (q) Respect the Business ownership of all its property including but not limited to funds, equipment, technology, supplies, books, records and confidential information (however described).
- (r) Maintain during employment with the Business and after the termination of employment, the confidentiality of any confidential information, records or other materials acquired during the employment with the Business. Every matter dealt with where personal or sensitive information can be accessed, shall be treated as confidential and should not be disclosed to any person other than the carry out the Business of Reed.
- (s) While employed at REED, not accept any employment with another organisation without prior approval from REED's General Manager.
- (t) Not make any unauthorised statements to the media about REED's Business (requests for media statements should be referred to REED's General Manager).
- (u) Do not use any form of physical or verbal abuse in the workplace.
- (v) Do not use inappropriate language in the workplace.
- (w) Do not perform work in circumstances where there is a risk that may affect the workplace participants' ability to perform their role safely or which may compromise the health and safety of others.
- (x) Workplace participants are to report any condition which may affect their ability to perform their role safely and accurately to the appropriate manager or team leader as soon as possible.
- (y) Do not smoke during working hours unless it is during prescribed breaks and within designated areas.
- (z) No workplace participant is to upload, download, use, retrieve or access any materials which are deemed inappropriate and/or offensive. This includes, but is not limited to, materials of a sexual or illegal nature, materials which involve a violation of copyright, and materials deemed as defamatory or that could adversely affect the Business reputation.

Any conduct that jeopardises the REED Inc contract with a client may lead to disciplinary action including but not limited to termination of employment.

WHAT ARE MY RESPONSIBILITIES

AS AN EMPLOYEE

I understand and follow the Code of Conduct.

I agree to embrace our values and our culture, practice appropriate behaviours and ensure I meet the principles of our Code.

I will be responsible for my actions and meet performance standard to the best of my ability.

I will work and behave professionally and courteously according to the Code and our values so I can do the right thing by myself, my colleagues, the children in our care, our clients and the greater community.

I expect that I will also be treated in a manner consistent with the Code of Conduct.

I understand that if I breach the Code of Conduct there may be consequences.

I will speak up about any actual or suspected inappropriate or unprofessional behaviour that I see or hear.

AS A LEADER I WILL

Model the values in my actions and decision.

Encourage learning and awareness of values and ethics and help employees make good decisions and learn from their mistakes.

Commit to carrying out my responsibility in my Job Description and REED policies and procedures.

Mentor employees in appropriate behaviour.

Address any reported or suspected misconduct and breaches of this Code of Conduct.

WHAT IF I AM UNSURE?

If you are unsure, you should be doing something, check it out with a colleague, your manager, team leader or Human Resources.

RAISING CONCERNS

All employees have the right to comment on or raise concerns about REED's policies and practices where they impact on your employment. However, you must do this in a reasonable and constructive way and take responsibility for your comments and views.

When raising concerns or grievances, employees are expected to act with honesty and in good faith. Complaints that are found to be vexatious or frivolous will not be progressed. A disciplinary process may be applied if an employee knowingly raises vexatious or frivolous complaints.

ATTENDANCE AT AND ABSENCE FROM DUTY

You are expected to follow REED's employment and working arrangements, and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods.

Absence without approval and without reasonable excuse can create concerns for your safety and lead to unproductive time for others. Failure to promptly notify REED may result in the non-payment of salary/wages for the period of absence and/or may result in REED taking disciplinary action.

GIFTS OR BENEFITS

REED personnel must not accept a gift or benefit that may be regarded by the public as likely to influence the way they perform their duties for REED.

DRUGS AND ALCOHOL

Employees must keep our workplace drug and alcohol free and ensure the health and safety of all employees. The use of drugs or alcohol can adversely affect productivity, attendance, and on-the-job safety.

As such you must not:

- use, possess or be impaired by the effects of illegal drugs whilst on duty.
- Come to work impaired by the effects of alcohol or drugs.
- Consume alcohol or illegal drugs while on duty or in the workplace.

BREACHES OF THE CODE

REED Inc requires all employees to comply with the basic conduct standards in this Code of Conduct.

A breach of the Code of Conduct damages business effectiveness, public perception of REED and interpersonal work relationships.

Failure to comply with the REED Code of Conduct, Policies and Procedures or unethical or corrupt behaviour may result in formal disciplinary action being taken, which may include dismissal.

ACKNOWLEDGEMENT

I acknowledge and accept the REED Inc Code of Conduct.

Name: _____

Signature: _____

Date: ____ / ____ / ____

Document Tracking

Action	Approval	Date
Approval	PAC	04.09.2024
Approved	Board	21.10.2024
Approved	Update Values. Strat goals	13.12.2024