



## **Raise Foundations' Code of Conduct Policy**

### **Purpose**

Raise Foundation ("Raise") requires its Board, employees, and volunteers to conduct themselves according to the highest standards of ethics, integrity, and conduct when dealing with each other, our mentees, school partners, colleagues, and other stakeholders. This includes, but is not necessarily limited to, full compliance with all legal obligations imposed by statute or any other source of law.

This Policy establishes the standards of conduct that must be met by the Board, our employees, volunteer mentors, skilled volunteers, training facilitators and contractors. Where these standards are not met, appropriate action will be taken. In cases where the breach involves serious misconduct, this may result in termination of the individual's employment or engagement with Raise. In cases where a breach of the policy involves a breach of any law, then the relevant government authorities or the police may be notified.

### **Scope**

This policy applies to the Raise Board, employees of Raise, volunteer mentors, skilled volunteers, training facilitators, and contractors.

### **Policy**

Raise has a duty of care to its employees, volunteers, school and corporate partners and, importantly, the young people that are part of our programs. We take this very seriously.

We commit to providing a safe, respectful and lawful environment for all people who work with us, in our workplaces and programs within schools. We also commit to maintaining the highest standards of integrity and conduct consistent with National Principles for Child Safe Standards.

**The purpose of this policy** is to clearly detail Raise's expectations of its Board, employees, volunteer mentors, skilled volunteers, training facilitators and contractors. These individuals are required to be familiar with and always comply with the terms of this policy. Failure to do so may result in disciplinary action, including potentially termination of employment or engagement with Raise.

In so far as this policy imposes any obligations on Raise, those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes benefits and entitlements for employees, they are discretionary in nature and are also not intended to be contractual.

The terms and conditions of employment that are intended to be contractual are set out in an employee's written employment contract. Raise may unilaterally introduce, vary, remove or replace this policy at any time.

### **Standards of Conduct**

At all times, Raise requires its representatives (Board, employees, volunteer mentors, skilled volunteers, training facilitators and contractors) to behave in a way that upholds its core values, the integrity and good reputation of Raise. At all times, Raise requires its representatives to be familiar with and uphold the Child Safe standards as determined by relevant national and state-based law.

On accepting employment or an engagement with Raise, that individual is expected

- To familiarise themselves with Raise's Youth Safety Policy and Framework and its associated expectations of conduct;
- To comply with all Raise and workplace policies, procedures, rules, regulations and contracts;
- To comply with all laws;
- To comply with all reasonable and lawful instructions given by or on behalf of the Company;
- To be honest and fair in dealings with co-workers, partners, fellow volunteers and stakeholders and treat them with courtesy and respect;
- To be faithful and diligent, and actively pursue the Company's best interests at all times;
- To work in a safe and compliant manner, and to observe all workplace health and safety rules and responsibilities;
- To refrain from any discriminatory, bullying or harassing behaviour toward co-workers, partners, fellow volunteers, stakeholders and the general public;
- To refrain from making any statements to the media about the Raise's business, unless expressly authorised to do so by Raise (requests for media statements should be referred to [marketing@raise.org.au](mailto:marketing@raise.org.au));
- To refrain from making any statements about Raise on social media, or any other public platform, that may harm Raise's reputation;
- To respect Raise's property;
- To not use, or come to work or school program locations while affected by use of prohibited drugs or alcohol;

- To not discriminate on the basis of personal characteristics including (but not limited to) sex, gender, race, cultural background, disability, pregnancy, age, marital status or sexual orientation;
- To not, in connection with their employment or engagement, accept any financial or other benefit from any entity other than Raise – unless acceptance of such benefit is in accordance with Raise’s other workplace policies or is otherwise disclosed to Raise and expressly permitted by Raise.

In addition, a person employed by Raise is expected,

- To devote their time, attention and skill during normal working hours and at other times as reasonably necessary for them to perform their duties;
- To maintain both during employment and after the end of their employment with Raise, the confidentiality of any confidential information, records or other materials acquired during the course of employment;
- To not engage in any employment or provide any services to any person or entity other than Raise, except with Raise’s prior written consent;
- To not engage in conduct, whether during or after work hours, that in the opinion of Raise causes damage or potential damage to Raise’s property or reputation;
- To not use Raise’s internet to access and/or download sexually explicit material or other offensive material;
- To not use Raise email to send sexually explicit or suggestive material, or other offensive or harassing material.

### **Reporting a Conduct Breach**

To meet Raise’s commitment to provide a safe, respectful, and lawful environment for all people who work with us, it is our commitment to treat all reports of misconduct in a serious, swift and confidential way.

To that end, any person employed or engaged by Raise, is required to immediately report any potential, perceived or actual misconduct of other workplace participants to their Team Leader and/ or the People & Culture Director.

Reports of misconduct (potential, perceived or actual misconduct) are to be escalated to the People and Culture Director who will conduct a thorough investigation of the allegation, following our investigation protocols.



Where it is found that misconduct has occurred, appropriate action will be taken. In cases where the breach involves serious misconduct, this may result in termination of the individual's employment or engagement with Raise. In cases where a breach of the policy involves a breach of any law, then the relevant government authorities or the police may be notified.

### **Maintaining a safe, respectful and lawful environment**

Raise commits to proactively communicating this policy to its representatives (Board, employees, volunteer mentors, skilled volunteers, training facilitators and contractors). This policy is available on our website.

Raise will provide employees and volunteers with Respectful Workplace training every two years.

Raise representatives are expected to proactively ask any questions about the contents of this policy to their Team Leader, Program Counsellor and / or People and Culture.

### **Policies and Procedures to be read in conjunction with the Code of Conduct**

- Youth Safe Framework
- Conflict of Interest Policy

### **Availability of this Policy**

This policy is available on the Raise website and internally via Employment Hero.



**Document Control**

<b>Version</b>	<b>Date</b>	<b>Approved by</b>	<b>Responsible Individual</b>	<b>Changes</b>
1.	April 2023	Raise Leadership Team	People & Culture Director	Implemented