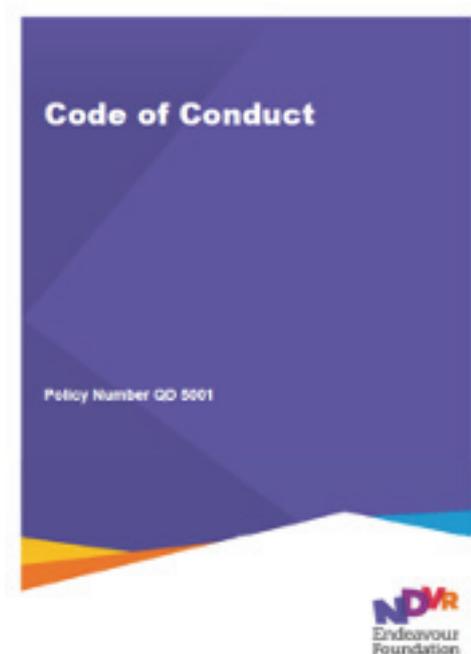


Code of Conduct



About this information

This information is about our **Code of Conduct**.

It helps explain

- What is a Code of Conduct?
- Why do we need a Code of Conduct?
- What are the 7 Code of Conduct rules?



What is a Code of Conduct?

A Code of Conduct is a set of **rules**.

They are rules about

- how we act
- what we say.

Everyone must follow these rules.

Why do we need a Code of Conduct?

The rules are to keep us and other people **safe**.

They tell us what is **right and wrong**.

They help us understand our **responsibilities**.





What are the 7 Code of Conduct rule?

1. We are all **different** and that is **ok**.
2. Respect everyone's **privacy**.
3. Do your **work well** and always **be safe**.
4. Be **honest**.
5. Act **quickly** if something is wrong or unsafe.
6. **Do not treat people badly** and **speak up** if you see someone hurting others.
7. **Do not do or say things about sex** that makes people uncomfortable.

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1. We are all **different** and that is **ok**

Respect is thinking and acting in a positive way.

Respect is about showing people you care.



2. Everyone has the **right** to privacy.

Privacy relates to personal **information** and **personal privacy**.

People must give **permission** for someone to **share** their personal information or privacy.

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3. Do your **work well** and always **be safe**.

Good skills and a **good attitude** is important.

We **must** follow the **rules at work**.

We **must be careful** about our safety and the safety of our co-workers.

We **must never** come to work **drunk** or **on illegal drugs**.

4. Be **honest**

We must tell the **truth** at work.

We must give the **right** information.

We must **never hide mistakes**.



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5. Act **quickly** if something is wrong or unsafe

It is important **we act fast** if something is wrong or unsafe.

We must **never ignore** a dangerous situation.

We must **get help** quickly.



6. Do not **treat people badly**.
Speak up if you see someone hurting others.

We must **never hurt** anyone.

We must **care** and **help** people.

We must always **speak up** if something bad happens.

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7. Do not **do or say things about sex** that makes people uncomfortable.

We must never make **comments about sex** at work.

We must never **have sex** at work.

We must never **touch anyone's private parts** at work.

We must never look at **photos or videos about sex** at work.

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**Tell us. We are listening.
We will act.**

Here are ways you can tell Endeavour Foundation if something is wrong.



Speak to someone you trust at your site.



Contact the safeguarding team by:

Phone 1300 730 334

Email feedback@endeavour.com.au

Post

PO Box 3555,
Cannon Hill QLD 4170