



Vic Diversity

Intersectional Advocacy
Disability & LGBTIQ+

Safe and professionally run space supporting the right of each person to be their authentic self and live within an accepting and inclusive society.

Code of Ethics and Conduct

Vic Diversity Team Members commit to our Code of Ethics and Conduct which involves behaving in a way that upholds the integrity and reputation of Vic Diversity and advocacy in general, at all times.

1. Respect and Inclusion

- 1.1 We protect, value and support each other, our clients and community.
- 1.2 We actively support, promote and encourage diversity within Vic Diversity and communities
- 1.3 We are inclusive of diversity in gender, sexuality, disability, culture and in particular intersectionalities
- 1.4 We recognise the value and diversity of every person and are committed to promoting each person's rights, dignity and integrity.

2. Honesty and integrity

- 2.1 We behave with integrity, honesty and without prejudice in a way that upholds the reputation of Vic Diversity and values the strengths and contributions of each person
- 2.2 The rights, safety, health and wellbeing of each other, our clients and communities remains our utmost priority and the fundamental principle behind all that we do. Our work is not for personal benefit, profit or gain.
- 2.3 Vic Diversity Team Members will disclose and avoid, any conflict of interest.

3. Professional behaviour

- 3.1 When acting in connection with Vic Diversity, we comply with all applicable Australian laws and conduct ourselves as according to this policy and common ethical standards.
- 3.2 Vic Diversity Team Members commit to contribute to an organisation and environment that is free from discrimination, harassment, bullying, victimisation and violence.

4. Competence

- 4.1 We operate within a high standard of personal and organisational responsibility in ensuring we provide the best possible knowledge and experience based service and operate within our scope of expertise.
 - 4.1.1 We are proactive in seeking further opportunities to enhance and increase our experience, knowledge and skill base.
- 4.2 We will refer clients on to other services if queries are not within the scope of knowledge or experience of Vic Diversity Team Members.

5. Confidentiality

- 5.1 We protect the privacy and confidentiality of Vic Diversity as an organisation and the privacy and confidentiality as relates to clients, partners, supporters and other stakeholders.
- 5.2 We respect the privacy and confidentiality of information and will use the utmost care in handling and storage of all sensitive information.

6. Respect and Fair Treatment

- 6.1 We treat each other with respect, courtesy, and fairness.
- 6.2 We actively support the health, safety and wellbeing of each other, our clients, community and all others we interact with.
- 6.3 Respect, choice and autonomy of all persons is to be paramount at all times.
- 6.4 Vic Diversity reserves the right to refuse services based on real, genuine and significant personal or organisational conflict of interest.

7. Integrity and Practice

- 7.1 We respect and protect the intellectual property of Vic Diversity and all others. We will ensure to give credit accordingly.
- 7.2 Vic Diversity **will not** be involved in any capacity with any organisation/services/supports that are not aligned with our values, ethics, policies etc in a significant way or that pose a conflict of interest.
- 7.3 Vic Diversity Team Members will attempt to ensure clients have all possible information to make an informed decision and must be respectful of client's choices and decisions.
 - 7.3.1 Vic Diversity Team Members will act with transparency in their definite commitment to this and advise clients and relevant community about this.
 - 7.3.2 Vic Diversity Team Members are to be clear about this and remove themselves from that aspect of advocacy and may offer to refer clients to others that can support their involvement with organisations we cannot support or condone.
- 7.4 Vic Diversity Team Members will not recommend specific professionals/services/therapists etc.
 - 7.4.1 Vic Diversity Team Members may share experiences and provide a range of options but cannot recommend specific organisations/services.
- 7.5 Relevant parties will be notified of any major changes to Vic Diversity commitments with as much notice as possible *including* context/detail even if only slight.
- 7.6 Vic Diversity Team Members will be fair and just in supporting each other and our communities. We will support our members and the diversity of each person to the best of our ability.
 - 7.6.1 We recognise genuine effort and will practice flexibility and support for each other.
- 7.7 We will only accept tasks within our professional capabilities and will fulfil our responsibilities to commitments made.

8. Communication

- 8.1 Vic Diversity Team Members will make every effort to answer communication and questions in a timely manner within Vic Diversity and as relates to clients and community enquiries.
- 8.2 Formal correspondence and communication with clients/community and stakeholders will be via Vic Diversity email/s wherever possible.

Rationale:

This is professional, respectful productive and cohesive practice and serves as a form of progress updates for all invested parties.

9. Confidentiality & Privacy

- 9.1** Vic Diversity Team Members adhere to THE strictest of practice and highest standards in protecting confidential information of each other, clients and community. This includes protecting privacy and confidentiality by way of handling documents and keeping information secure.
- 9.1.1** Vic Diversity Team Members will never share a client's personal contact details or information without their express permission.
- 9.2** Vic Diversity Team Members will respect each other's personal boundaries and will conduct Vic Diversity business via formal Vic Diversity means where at all possible.
- 9.3** We prioritise the protection of the privacy of Vic Diversity Team Members and community.
- 9.3.1** No clients are to contact Vic Diversity Team Members regarding Vic Diversity related business, via personal emails, personal Facebook message etc. where at all possible- and never without reasonably obtained consent (all persons must ensure others are given time to process, requests are in a non-threatening way and free from any form of manipulation and coercion). Contacts will be blocked and banned immediately if personal and professional boundaries are not respected.

Rationale:

To maintain respect for colleagues and clients, maintain professionalism, Vic Diversity integrity and professionalism and reputation.

10. Inclusion

We are all very passionate people and have various disabilities. We will work together and respect boundaries.

- 10.1** Our Professional Code of Ethics and Conduct exists to provide an inclusive, accepting service and we will practice this within and without the Vic Diversity group.
- 10.2** We will be inclusive and accepting of all people with the only exception being when real conflict of interest, abuse or similar occurs/is relevant.
- 10.3** Vic Diversity welcomes true and genuine allies.
We pride ourselves on the authenticity of our close personal identification and/or affinity with disability and LGBTIQ+.
We acknowledge and respect those in the community that are questioning, not yet 'out' and those tentatively reaching out for information.

- 10.4** We are passionate about the safety of our communities and that every person has the opportunity to seek support, quality information and advocacy within a safe, authentic and professionally managed space.
- 10.5** We will not hesitate to block and ban anyone that is in breach of our values and/or code of conduct.

11. Violation Process

Vic Diversity Team Members have a responsibility to identify and report in good faith any potential or actual violations of the Code of Ethics and Conduct or related concerns by raising the issue with the individual.

- 11.1** Many situations can be resolved with open discussion and consultation with the individual but if this is not effective or the violation is of a serious nature, Vic Diversity may withdraw contact and affiliation immediately and may block and/or ban the relevant person/s.
- 11.2** If a Vic Diversity Team Member or stakeholder becomes aware of a potential unethical, illegal or fraudulent action, or other violation, this should be reported to and action taken by the Vic Diversity Team as a group.

12. Action-Violation Vic Diversity Code of Conduct

12 Action 1 Any breaches of the law will be reported to the relevant authority.

12 Action 2 In the case of a serious violation of Vic Diversity Code of Ethics and Conduct: The Vic Diversity Team will establish and action the most appropriate action.

	Vic Diversity Code of Ethics and Conduct
Date:	July 2017
For review:	January 2018