

Code Of Conduct

A New Way Services INC

Version 1.1 - 2026

1. Purpose

A New Way Services Inc is committed to providing a safe, respectful and inclusive environment for everyone who works with us, volunteers with us or participates in our programs.

This Code of Conduct sets out the behaviour expected of anyone representing A New Way. It applies to staff, volunteers, Board members, contractors and students on placement, whether paid or unpaid.

This Code should be read alongside A New Way's other relevant policies and procedures.

2. Our Code of Conduct

When representing A New Way, I will:

- a) uphold, support and abide by the *Safe Community Policy*;
- b) respond to reasonable directions from the person with responsibility for the program I am involved in;
- c) communicate with integrity, including wise and accountable use of electronic communication, including in accordance with specific program guidelines;
- d) not knowingly make false, misleading, or deceptive statements;
- e) not engage in bullying, harassment, emotional abuse, spiritual abuse, physical abuse, sexual abuse, of any person including my own family;
- f) not act violently or intentionally provoke violence;
- g) upholding confidentiality; not disclosing any confidential information without the consent of the person providing the information (the exception being where there is a legal obligation);
- h) report concerns about misconduct and/or abuse according to ANW's policies and relevant procedures;
- i) disclose all relevant information as part of completing the *Screening Check Questionnaire* if I have not already done so;
- j) disclose to the board if I am investigated for any criminal offences or have any knowledge of serious unlawful activity within the ANW context.
- k) not seeking personal advantage or financial gain from our position (other than in wages, recognised allowances and deductions).
- l) not take or use property belonging to others without express consent, including intellectual property (copyright);
- m) not use any prohibited substance and be responsible in my use of substances that may be addictive (eg. prescriptions, alcohol, tobacco);

4. Reporting Concerns

If I witness, suspect or become aware of abuse, harm, serious misconduct or a breach of this Code, I will raise the concern as soon as practicable with the appropriate person within ANW and follow the organisation's reporting procedures.

Concerns involving children, abuse, criminal conduct or other serious matters may also need to be reported to Police, the Office of the Children's Guardian, DCJ or another relevant authority in accordance with the law.

I do not need to investigate or prove that abuse or misconduct has occurred before raising a concern.

5. Breaches of this Code

A breach of this Code will be taken seriously and dealt with according to the circumstances and A New Way's relevant policies and procedures.

Where a serious allegation is made, a person may be asked to temporarily step aside from some or all duties while the matter is considered.

Depending on the circumstances, a breach may result in additional supervision or training, a change of duties, suspension, termination of employment or volunteering, or termination of a person's engagement with A New Way.

Serious matters will be reported to relevant authorities where required by law.