

# Code of Conduct Policy

## 1. Rationale or background to policy:

This policy is intended to guide CPLF staff to conduct and exercise care and diligence in the course of their work with the Agency.

## 2. Policy Statement:

The Code of Conduct for CPLF applies to all CPLF staff. The Code reflects a commitment of CPLF's values and provides a framework to guide ethical conduct in a way that upholds the integrity and reputation of the Agency.

## 3. Procedures: Guidance in support of day-to-day decisions

CPLF staff:

- agree to abide by all CPLFs' written policies, rules, regulations and practices, procedural manuals or otherwise, including but not limited to those that may relate to professional behaviour, work procedures, drug and alcohol use, and misconduct.
- agree to carry out all work done for CPLF honestly, in good faith, and to the best of the CPLF staff's abilities.
- will not engage in any criminal activity and comply with all relevant laws, regulations, policies and procedures.
- must not use their position with the Agency to influence or gain a benefit or advantage for themselves that would abuse the individual.
- must take reasonable steps to avoid situations where they may be placed in a real or apparent conflict of interest situation(s).
- must conduct themselves that contributes to a safe and healthy environment that is free from discrimination, harassment or violence.
- must respect and protect confidential information, use it only for work purposes and do not use it for personal gain. Staff must comply with procedures that guide the collection, storage, use, transmission and disclosure of information.

- are to support clear relationships for the individual's safety. CPLF staff are to not use titles of endearment such as dad, mamma, aunty, uncle, etc if said titles do not exist. CPLF staff are to mentor and model appropriate titles with CPLF individuals.
- Hugs should be tasteful and not cross individuals' spine. Modelling appropriate boundaries keep both the individuals and CPLF safe.
- agree to treat all individuals, guardians, and/or CPLF staff with respect and dignity.