

CODE OF CONDUCT POLICY

PURPOSE

Kensington Community Children's Co-operative (KCCC) is committed to creating and maintaining an environment that promotes the safety of all children and embeds the 11 Child Safe Standards. All staff and volunteers are responsible for fostering a culture of safety and wellbeing to minimise the risk of child abuse or harm to children whilst promoting children's sense of security and belonging.

At KCCC, we believe in maintaining an inclusive and welcoming environment and workplace that motivates and facilitates personal growth and development. The values that underpin our work ethic include equality, respect, integrity, and responsibility.

In addition, KCCC is committed to adhering to the ECA Code of Ethics (2016), which is based on the principles of the United Nations Convention on the Rights of the Child (1991) and provides a framework for reflection about the ethical responsibilities of early childhood professionals.

This Code of Conduct Policy provides a clear set of guidelines and procedures for KCCC to:

- Outline the expected standards of behaviour for staff, students, volunteers, contractors, parents/guardians, and visitors.
- Create and maintain a child safe environment that reflects the philosophy, beliefs, objectives, and values of KCCC.
- Provides examples (but not limited to) of desirable and appropriate behaviour.
- Promotes interactions at the service and online which are respectful, honest, courteous, sensitive, tactful, and considerate.

It is the responsibility of each staff member, student, volunteer, contractor, parent/guardian, and visitor to have a full understanding of the standards and behaviours in this Code of Conduct.

Failure to comply with this Code may result in disciplinary action for staff, students, and contractors up to and including termination of employment. KCCC is committed to ensuring all disciplinary procedures and actions are fair and just and in line with the relevant legislation. Parents/guardians, volunteers and visitors may also be restricted from the service if they do not comply.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the service.
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional Standards	Professional standards guide practice, interactions and relationships.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.1	Service philosophy and purpose	A statement of philosophy guides all aspects of the service's operations.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
Section 166	Offence to use inappropriate discipline
Section 167	Offence relating to protection of children from harm and hazards
Section 173	Failure to notify and display of information
Section 174	Offence to fail to notify certain information to Regulatory Authority
83	Tobacco, drug and alcohol-free environment
155	Interactions with children
157	Access for parents
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures must be readily available to staff and volunteers
174	Offence to fail to notify certain information to Regulatory Authority
175	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to Regulatory Authority

LEGISLATION

Charter of Human Rights and Responsibilities Act 2006 (Vic)	National Quality Standard, Quality Area 4: Staffing Arrangements
Child Safe Standards (Vic)	Occupational Health and Safety Act 2004
Children, Youth and Families Act 2005 (Vic)	Occupational Health and Safety Regulations 2017
Child Wellbeing and Safety Act 2005 (Vic)	Racial Discrimination Act 1975
Disability Discrimination Act 1992 (Cth)	Racial and Religious Tolerance Act 2001 (Vic)
Early Childhood Australia's Code of Ethics (2016)	Sex Discrimination Act 1984 (Cth)
Equal Opportunity Act 2010 (Vic)	Victorian Institute of Teaching the Victorian Teaching Profession Code of Conduct
Fair Work Act 2009 (Cth)	Victorian Institute of Teaching the Victorian Teaching Profession Code of Ethics
Fair Work Regulations 2009 (Cth)	

The most current amendments to listed legislation can be found at:

Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au

Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

RELATED POLICIES

Child Protection Policy Child Safe Environment Policy Child Safety and Wellbeing Policy Complaints and Grievances Policy Delivery and Collection of Children Policy Inclusion and Equity Policy Information Communication Technology Policy	Interactions with Children Policy Occupational Health and Safety Policy Privacy and Confidentiality Policy Relaxation and Sleep Policy Responsible Person Policy Staffing Arrangements Policy Tobacco, Drug and Alcohol-Free Policy
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PRINCIPLES OF THIS POLICY

The Code of Conduct is based on values and respect, and compliance with the applicable Legislation and the NQS.

KCCC:

- respects the rights of the child and values diversity.
- values the participation, contribution, and empowerment of Aboriginal children, and children from a culturally and linguistically diverse background to express their culture and enjoy their cultural rights.
- promotes the safety, participation, and empowerment of children with a disability.
- has zero tolerance for discrimination and racism.
- maintains a duty of care (refer to Definitions) towards all children, staff, students, volunteers, and contractors at the service.
- has developed a Statement of Commitment to Child Safety and Wellbeing to demonstrate a strong culture of child safety.
- Ensures that staff, students, volunteers, parents/guardians, and visitors adhere to Child Safe policies, including Child Safe Environment Policy, Child Protection Policy, Reportable Conduct Scheme Policy, and Child Safety and Wellbeing Policy at all times and take all reasonable steps to protect children from abuse and harm.
- staff, students, volunteers, contractors, parents/guardians, and visitors understand that child safety is everyone's responsibility.
- is committed to valuing and promoting the safety, health, and wellbeing of all staff and the members of our service's community.
- is committed to our philosophy and values; inclusive of best practice in Early Childhood Education and Care, supporting staff to act cohesively and ethically as a team and provide an environment that is conducive to children's learning and development.
- provides a safe and secure environment for all at the service.
- is committed to an equal opportunity workplace and culture which values the knowledge, experience, and professionalism of all staff, students, volunteers, contractors, and the diverse heritage of our families and children.
- is committed to communicating openly and honestly, building positive partnerships with children, families, and staff.
- is committed to continually learning how to be inclusive and respectful of cultural needs.
- encourages relationships that are based on the principles of mutual respect, equity, and fairness. Bullying, Sexual Harassment or insulting behaviour, including verbal and non-verbal aggression,

abusive, threatening, or derogatory language or intimidation towards other staff, students, volunteers, contractors, visitors, and children and families, is unacceptable and will not be tolerated.

- encourages both adults and children to identify and raise concerns through the appropriate channels to maintain a culture of reporting and proactively responding to concerns.
- respects the privacy of children and their families by keeping all information about child protection concerns confidential and only sharing information to promote child wellbeing or safety and /or manage risk of family violence with other Information Sharing Entities (IES), Child Information Sharing Scheme (CISS), or Family Violence Information Sharing Scheme (FVISS).
- conducts comprehensive probation and induction orientation program for all new employees, volunteers, and students to include awareness of their roles and responsibilities in relation to Child Safe practices and Child Protection reporting obligations.
- has developed policies and procedures to ensure staff, students, volunteers, contractors, visitors, and families are aware of the standards of behaviour that are expected within the service.
- listens and responds to the views and concerns of children, particularly if they are telling you that they or another child has been abused or they are worried about their safety or the safety of another.
- that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for (Regulation 157), except where this may pose a risk to the safety of children or staff, or conflict with any duty of care of the approved provider, nominated supervisor or early childhood teachers and educators under the National Law: Section 167 & 171.

KCCC STANDARDS AND COMMITMENTS

We commit to the following behaviour standards

- behave respectfully, courteously, and ethically towards children, staff, students, volunteers, contractors, visitors and parents/guardians.
- that KCCC is free from unlawful discrimination, harassment, victimisation, and bullying where all persons attending are treated with dignity, courtesy, and respect.
- that racism within the service is identified, confronted and not tolerated.
- that all staff, volunteers, students, contractors and parents/guardians are aware of behaviours that are considered concerning, misconduct, or criminal conduct within the service.
- an environment is provided that encourages positive interactions, supports constructive feedback and holds one another to the codes of conduct
- abiding by the *Interactions with Children policy*, ensuring all staff maintain appropriate, respectful, and safe relationships with children.
- that contractors, volunteers, parent/guardians, students or visitors at the service are not placed in a situation where they are left alone with a child.
- engaging in open, two-way communication with families and communities about the service's child safety approach and providing relevant and accessible information.
- providing an environment that encourages positive interactions, supports constructive feedback and holds one another to the codes of conduct.

Behaviour towards children

- promote the human rights, safety and wellbeing of all children in KCCC.
- Work with children in an open and transparent way.
- demonstrate appropriate personal and professional boundaries.
- that all children educated and cared for at KCCC are protected from harm and from any hazard likely to cause injury (*National Law: Section 167.*)



- responding to any concerns or complaints of child harm or abuse is done promptly and in line with the KCCC *Complaints and Grievances policy*.
- guidance is provided through leadership and by being a positive role model, putting children first, prioritising training and education and having a culture of continuous improvement.
- children are supported to express their culture and enjoy their cultural rights.
- listening and responding to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- being attentive to signs of harm and facilitating child-friendly ways for children to communicate and raise their concerns.
- children can access abuse prevention programs and information.
- maintain at all times appropriate physical contact with children (*refer to Definition*).

IMPLEMENTATION OF THE CODE OF CONDUCT

Staff, students, volunteers, and contractors will adhere to the Early Childhood Australian Code of Ethics, Education and Care Services National Regulations and National Quality Standard, Child Safe Standards and Service policies and procedures at all times, promoting positive interactions both within KCCC and the local community.

We will do this by ensuring the following:

- implementing the Code of Conduct, related policies, and necessary training.
- ensuring that a copy of the Code of Conduct Policy is readily accessible, available and signed off by all staff, students, volunteers, contractors, visitors, and parents/guardians.
- developing, updating, and reviewing the Code of Conduct in collaboration with all stakeholders within the service.
- that the Code of Conduct is regularly discussed at staff meetings to reinforce expectations.
- that a culture of accountability is developed within the service for complying with the code of conduct and responding when behavioural expectations are not adhered to.
- that all staff receive relevant cultural training so they have an understanding of Aboriginal culture, and an appreciation for culturally sensitive issues.
- respect for individual abilities, needs, cultural practices, and beliefs in all interactions, both verbal and non-verbal. Paying particular attention to the needs of Aboriginal and Torres strait Islander children, children with disability, and children from CALD backgrounds.
- that all staff, students, volunteers, and contractors do not consume or are under the influence of alcohol or are affected by drugs (*refer to Tobacco, Alcohol and other Drugs Policy*).

PROCEDURES

ADHERING TO SERVICE CONFIDENTIALITY

Lawful sharing of information with other parties must be to promote the wellbeing or safety of children and adhere to guidelines under CISS, FVISS and MARAM.

All employees are to ensure that confidential information is not accessed by unauthorised people. Employees will adhere to the KCCC *Privacy and Confidentiality Policy*.

RECORD KEEPING

Staff and management will maintain full, accurate, and honest records as required by the Education and Care Services National Regulations records will be retained and stored securely

NATIONAL MODEL CODE AND GUIDELINES



Staff have a duty of care to ensure children are protected from the potential risk of harm. It is imperative that all staff, students, volunteers and contractors of KCCC provide children with their full attention, ensuring supervision is maintained and the focus remains on the children at all times.

KCCC has adopted the [National Model Code and Guidelines](#) for taking images or videos of children.

- only service-issued/approved devices are to be used when taking images or videos of children
- personal electronic devices that can take images or videos (such as tablets, phones, digital cameras, smart watches) and personal storage and file transfer media (such as SD cards, USB drives, hard drives, and cloud storage) will not be in the possession of any person while providing education and care and working directly with children.
- authorisation is only provided for a staff member to use a personal electronic device for essential purposes (personal health requirement, disability, family necessity, local emergency event, technology failure).
- strict protocols are implemented for the appropriate storage and retention of images and videos of children.

APPROPRIATE USE OF ELECTRONIC COMMUNICATION AND SOCIAL NETWORKING SITES

SOCIAL MEDIA

As a Child Safe Organisation, KCCC has the responsibility to ensure children and staff are protected from harm when they engage with digital technology, including social media.

Staff who have a personal social media account are not permitted to post any negative comments relating to the Service, children, colleagues, or families. This will lead to disciplinary action.

PERSONAL PHONE CALLS/MOBILE PHONES/SMART WATCHES

- employees are not to contact families or children of KCCC for personal reasons.
- children are at no time to be given access to staff mobile phones.
- no personal mobile phones are to be used, checked or brought into children's programs during working hours.
- mobile phones are to be kept inside employee's bags/lockers for safe keeping.
- employees are not permitted to have any device that can be used for taking photos or videos of children whilst working directly with children that is not a service issued device.
- employees are not permitted to use smartwatches to access emails and social media during working hours. Smart watches are only to be used for viewing the time.
- if it becomes apparent that employees are using their Smart watches to check and respond to messages during shifts, they will be asked to either leave them at home or place them in a designated locker / secure location until the end of their shift.

KCCC EMAIL

- KCCC email addresses are to be used only for company usage, not for private communications.
- passwords and access privileges are strictly confidential and to be used only by the staff member issued with that access, or persons delegated to know and use that access in the normal course of operation.
- Staff are to be aware that their KCCC email account may be accessed by management at any time.

USE OF ALCOHOL, DRUGS, TOBACCO AND VAPES

KCCC is bound by the Education and Care Services National Regulations. Alcohol, drugs, or other substance abuse by employees can have serious adverse effects on their own health and the safety of others. As such, all employees must not:

- consume alcohol nor be under the influence of alcohol while working.

- use or possess illegal drugs at any workplace.
- smoking or vaping is NOT permitted in or around the surrounding areas of KCCC.
- bring alcohol or any illegal drugs onto the premises.

If a co-worker suspects a colleague to be affected by drugs or alcohol, they must inform the nominated supervisor immediately. No staff, student, volunteer, contractor or visitor will be allowed to work under the influence of drugs or alcohol. (See: *Tobacco, Drugs and Alcohol-Free Policy*).

Staff, students. Volunteers or contractors undergoing prescribed medical treatment with a controlled substance that may affect the safe performance of their duties are required to report this to the nominated supervisor. Consideration will be given as to whether the particular medication affects the person's capacity to provide education and care to children.

BABYSITTING

KCCC does not provide babysitting services outside normal operating hours.

Should employees undertake private babysitting arrangements with families, KCCC takes no responsibility for any private arrangements between staff members and the family. However, we do expect staff to inform KCCC if they are babysitting or caring for a child who attends the Service.

Should employees undertake private babysitting arrangements we require employees and families to sign a copy of the Code of Conduct and complete a '*Out of Hours Babysitting Agreement Waiver*' which will be kept in the child and staff member's file (see *Out of Hours Babysitting Policy*).

All staff are bound by contract to the KCCC's *Privacy and Confidentiality Policy*, where they are unable to discuss any issues regarding KCCC, other staff members, parents/families, or other children.

PROCEDURE FOR COMPLIANCE AND REPORTING BREACHES

- notification to DE within 24 hours of a serious incident (refer to Definitions) or of a notifiable complaint being made (refer to Definitions) at the service (National Law: Sections 174(2)(b) and 174(4), National Regulations: Regulations 175(2)(c) and 176(2)(b)) via the NQAITs.
- referring notifiable complaints, grievances, or complaints that are unable to be resolved appropriately and promptly to the Grievances Subcommittee/investigator (refer to Compliments and Complaints Policy).
- notifying WorkSafe of any reportable incidents that have occurred in the workplace.
- activating the Complaints and Grievances Policy on notification of a breach of the Code of Conduct Policy.
- taking appropriate disciplinary or legal action or reviewing the terms of employment in the event of misconduct or a serious breach of the Code of Conduct Policy.
- contacting police in an emergency where it is believed that there is an immediate risk, such as when violence has been threatened or perpetrated, or where sexual abuse or grooming is suspected, as outlined in the Child Safe Environment and Wellbeing Policy.
- informing the approved provider in the event of a serious incident, of a notifiable complaint or of a breach of the Code of Conduct Policy.
- understanding and accepting that serious breaches of this code will be deemed misconduct and may lead to disciplinary or legal action, or a review of their employment.
- reporting and acting on any concerns or observed breaches of this Code of Conduct Policy (refer to Complaints and Grievances Policy).



- reviewing and updating the *Code of Conduct* following any incidents, complaints, concerns, or near misses.
- comply with legislative requirements.

INTERNAL BREACHES

Kensington Community Children's Co-operative aims to foster a culture of transparency and accountability while supporting staff, students, volunteers, contractors, and parents/guardians to report any reasonable suspicion of reportable matters of improper, illegal, or misconduct within the service to management, including, but not limited to:

- breaches of KCCC 's Code of Conduct or service policies.
- breaches of Education and Care Services National Law or Regulations.
- breaches of legislation or law.
- criminal activity.
- corruption.
- conduct that poses a danger or harm to any person/s.
- harassment or discrimination.
- improper or misleading financial practices.

KCCC will implement protective practices to ensure the reporter's identity is not compromised or disclosed, where applicable, following a report of a reportable matter, including storage of documents in a secure and confidential manner and ensuring access to confidential documents is restricted to authorised personnel only. Once a report has been made, the matter may be investigated through a formal investigation.

EMPLOYEE RESPONSIBILITIES

- all employees are required by law to undergo a Working with Children Check (WWCC) which is verified by the employer to ensure it is valid and current.
- employees are required to notify management immediately of any enforcement actions issued to them during their course of employment.
- if employees become aware of a serious crime committed by another employee, they are required to report it to management.
- as mandatory reporters, all staff, students and volunteers must report possible risk of harm to children or young persons to management and/or Child Protection authority.
- employees will report any concerns they may have about inappropriate actions of any other employee that involves children or young people to the approved provider as per the Reportable Conduct Scheme.
- the approved provider/management will report any allegations or child related misconduct as per legislative requirements (this may include reporting the matter to the Police).

EXPECTED STANDARDS OF BEHAVIOUR

All staff, students, volunteers, and contractors are made fully aware that the following breaches of the Code of Conduct and role responsibilities may result in disciplinary action, which may lead to termination of employment:

- reporting to work under the influence of alcohol or drugs or possessing them or selling them on the premises or surrounding areas.
- refusal to complete mandated professional training.
- immoral, immature, or indecent conduct while at KCCC.
- inappropriate use of company equipment and/or resources.

- refusing to work as reasonably directed.
- possessing a dangerous weapon whilst at KCCC.
- bringing disrepute to KCCC.
- causing disruption or discontent in the relationship between a family and KCCC.
- disclosure of confidential information.
- falsifying documentation.
- stealing, abusing, defacing, or destroying company property.
- interfering with work schedules.
- falsification of reports, documents, or wages information.
- failure to report for work without notice.
- walking off the job.
- failure to follow policies and procedures.
- vulgarity or disrespectful conduct to families, management or colleagues.
- making or publishing false, vicious, or malicious statements about any employee KCCC, or the Service itself.
- failure to hand in lost property (this is regarded as stealing): Lost property is to be handed to the nominated supervisor.
- unable to maintain or hold a current Working with Children Check.

DISCIPLINARY ACTION

All staff, students, and contractors are made fully aware that continued abuse of the following may result in disciplinary action. These include, but are not limited to, the following:

- unauthorised absence.
- continued personal phone calls.
- using a personal mobile phone or device to take photographs or video of children.
- unauthorised solicitation or distribution of money or materials.
- consistent or ongoing poor work standard.
- carelessness in the performance of duties.
- consistent or ongoing low level of enthusiasm.
- taking excessive breaks.
- failure to report health, fire or safety hazards.
- repeated tardiness.

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g., Approved Provider, Nominated Supervisor, Notifiable Complaints, Serious Incidents, Duty of Care, etc. refer to section 5 of the *Education and Care Services National Law Act 2010* (Vic).

Behaviour: the way in which one acts or conducts oneself, especially towards others.

Bullying: Repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Bullying occurs when one or more people deliberately and repeatedly upset or hurt another person, damage their property, reputation or social acceptance.

Ethical conduct: Behaviour which reflects values or a code of conduct.

Harassment: When someone is demeaning, derogatory or intimidating towards another person. Harassment includes:

- racial taunts
- taunts about sexual orientation or gender identity
- sexual harassment: unwelcome physical, verbal or written behaviour of a sexual nature
- repeated insulting remarks.

Investigator: A person/staff member assigned or organisation engaged with the responsibility of investigating suspected breaches of the Code of Conduct by the Approved provider

Physical attack: the direct or indirect application of force by a person to the body of, or to clothing or equipment worn by another person, where that application creates a risk to health and safety.

Appropriate Physical Contact: Refers to physical interactions between an educator and a child that are respectful, nurturing, and developmentally suitable. Such contact supports the child's safety, wellbeing, learning, and emotional development. Where possible, the child consents to or initiates the contact.

It includes actions such as:

- comforting a distressed child,
- holding a child's hand for safety,
- providing assistance with personal care in a respectful and hygienic manner,
- giving first aid, and
- supporting children who have hurt themselves.

All physical contact MUST be observable by to another staff member. It must always align with the service's policies, maintain professional boundaries, and uphold child safe standards.

Examples of appropriate physical contact include:

- Placing a hand or gently patting a child on the back or shoulder to comfort or reassure them
- Holding a child's hand while crossing the yard, during group transitions and crossing a road/carpark
- Sitting a child on your lap if they are upset and seeking comfort; only when initiated by the child and in view of others, and until the child is no longer distressed
- Helping a child blow their nose, clean up, or change clothes when needed, using respectful hygiene practices
- Administering first aid with care and sensitivity when a child is injured
- Offering a side hug or placing a supportive hand on a child's shoulder (if welcomed by the child), and reciprocating affection from the child in an appropriate and respectful manner.

Respect: Demonstrating regard for the rights of individuals, for different values and points of views.

Sexual harassment: includes offensive gestures, leering, staring or suggestive comments about a person's physical appearance, inappropriate physical contact, unwanted invitations of a sexual manner, sexually orientated jokes, sending of obscene letters, notes, telephone texts or emails.

Support: Work in a co-operative and positive manner.

Threat: a statement or behaviour that causes a person to believe they are in danger of being physically attacked.

Unreasonable Behaviour: includes actions of individuals or a group and may involve using a system of work as a means of victimising, humiliating, undermining, or threatening.

Verbal harassment: includes name-calling, offensive language, putting people down.

CONTINUOUS IMPROVEMENT/REFLECTION

The *Code of Conduct Policy* will be evaluated and reviewed every 3 years or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management and notification of any change to policies will be made to families within 14 days.

SOURCES

Australian Children's Education & Care Quality Authority. (2024). [Guide to the National Quality Framework](#)

Australian Children's Education & Care Quality Authority. (2024). [National Model Code for Early Childhood Education and Care](#).

Early Childhood Australia Code of Ethics. (2016).

United Nations, *The Universal Declaration of Human Rights*: www.un.org/en/universal-declaration-human-rights/

United Nations, *Convention on The Rights of the Child*: www.unicef.org/crc/

Victoria Legal Aid: www.legalaid.vic.gov.au

Victorian Institute of Teaching – *The Victorian Teaching Profession Code of Conduct and Code of Ethics*:
www.vit.vic.edu.au

Commission for Children and Young People: www.ccyp.vic.gov.au

REVIEW

POLICY REVIEWED BY:	Colleen Koch Sam Trimble	General Manager People and Culture Manager	02/09/2025
POLICY REVIEWED	SEPTEMBER 2025	NEXT REVIEW DATE	SEPTEMBER 2028
ENDORSED BY	KCCC Board	ENDORSEMENT DATE	24/09/2025
VERSION NUMBER	V5.09.25		
MODIFICATIONS	• annual policy review • added section on National Model Code and Guidelines re: taking images and video of children in ECEC settings • added information re: Right to Disconnect legislation • added statement re: prohibition notices for employees • sources checked for currency and updated as required		

Acknowledgement and Agreement to KCCC Code of Conduct

I hereby acknowledge that on ___/___/___, I received a copy of the *Code of Conduct policy* for KCCC.

I have read the policy and I understand its contents.

I commit to abiding by the *Code of Conduct* and fulfilling my responsibilities as outlined in this policy whilst working at KCCC.

I understand that the approved provider will address any breach of this policy, and that any serious breach could lead to disciplinary or legal action.

Signature

Name (please print)

Date

Witness signature

Name (please print)

Date