

**CODE OF CONDUCT**

DRC staff conduct their work in accordance with the organisation’s Code of Conduct.

All DRC employees observe the highest levels of conduct in undertaking their work and recognise the values of trust, integrity, honesty, respect and justice for all.

DRC staff must treat all information from community members, Board members or employees as confidential and must not give names or other personal information to anyone outside DRC without the express permission of the individual concerned.

***DRC Staff will uphold Human Rights by***

* Complying with and promoting the rights set out in the Victorian

Charter of Human Rights and the United Nations Convention on the

Rights of Persons with Disabilities.

* Working within legislation relating to discrimination, harassment,

bullying and victimisation.

***DRC Staff will***

* Work in accordance with DRC’s Policies and Procedures;

* Comply with all relevant legislation;

* Maintain effective standards of practice;

* Endeavour to avoid or minimise conflicts of interest and disclose any

real or perceived conflicts of interest;

* Ensure their focus is on supporting and working alongside people with

disability;

* Accept responsibility for decisions made and actions taken with or on

behalf of people with disability;

* Access alternative sources of counsel, advice or service where

necessary.

* Not do anything that in any way denigrates DRC or harms its public

image.

***DRC Advocates will seek to assist people with disabilities by***

* Meeting all community members where they are;

* Providing high standards of communication by responding clearly and

in a timely manner;

* Respecting the privacy, dignity and confidentiality of all community

members;

* Promoting and enhancing the rights of people with disabilities;

* Ensuring people with disabilities know their rights and responsibilities;

* Gathering all relevant information and presenting it in a format that is

accessible;

* Supporting people with disability to make informed choices;

* Ensuring that the course of action is directed by the person with a

disability;

* When direction from the person with a disability is not possible, the

Advocate will work within the mandate of the Victorian Charter of

Human Rights and the Disability Act and be mindful of the provisions

within the Guardianship and Administration Act 1986. Alternatively, the

Advocate may seek referral to an advocacy organisation providing

“best interests” advocacy;

* Being respectful of existing family and other formal and informal

support networks;

* Maximising the safeguards of the person with a disability from possible

exploitation, abuse and/or neglect;

* Maximising the economic and social participation and inclusion of

people with disabilities in the wider community;

* Identifying broader systemic issues relevant to people with disabilities;

* Seeking assistance or referring on when required