

POLICY – WORKPLACE RELATIONS

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1. National Quality Standards

Quality Area 4: Staffing Arrangements		
Area	Concept	Descriptor
4.2	Professionalism Management, educators and staff are collaborative, respectful and ethical.	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 & Leadership		
Area	Concept	Descriptor
7.1	Governance	Governance supports the operation of a quality service
7.1.1	Service philosophy and purpose	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.1	Continuous Improvement	There is an effective self-assessment and quality improvement process in place.
7.2.2	Educational Leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
7.2.3	Development of Professionals	Educators, coordinators and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.

2. Purpose

The aim of this policy is to set out the standards, values and expectations of appropriate behaviour in the workplace, and the consequences for not doing so, reinforcing the obligations of individuals to act

in good faith, with trust, ethically, and with integrity in the best interests of the centre and demonstrate Baringa's commitment to a diverse and inclusive workplace.

3. **Scope**

3.1 This policy applies to educators, staff, management, and visitors of Baringa.

4. **Policy Statement**

4.1. The standards and expectations set out in this policy are consistent with the values of Baringa.

4.2. Baringa values are the heart of how we work and, if applied consistently, help us maintain the trust of our stakeholders. Key aspects of delivering Baringa's vision and priorities include:

- a) maintaining high standards of ethics, education and care for children and administration;
- b) advancing Early Childhood Education and Care and recognising the particular needs and aspirations of Indigenous Australians;
- c) working with other organisations to extend educational opportunity and enrich intellectual discourse, educational quality and research activity around the world;
- d) advocating and upholding fundamental human rights — for example, freedoms of thought, expression, and assembly and the right to be free of discrimination and harassment; ;
- e) sustaining a diverse, inclusive and harmonious workplace committed to supporting all stakeholders to realise their full potential; and
- f) maintaining a respectful, safe, rewarding and environmentally sustainable learning and working environment.
- g) Baringa does not tolerate acts of violence, assault or aggression in any form or manifestation.

4.3. Employees are expected to take all reasonable steps to protect Baringa resources and demonstrate respect for others.

4.4. Employees must take all reasonable steps to bring to the attention of Baringa at the first available opportunity and, where appropriate, take action to prevent any:

- a) apparent instances of non-compliance with this policy;
- b) behaviour that breaches any law;
- c) behaviour that breaches any Baringa policies, procedure or regulation;
- d) possible instances of fraud, corrupt conduct, or improper conduct.

4.5. Employees must comply with:

- a) all relevant Commonwealth and state legislation, regulations, codes and agreements derived from legislation;
- b) Baringa's policies, procedures and regulations;
- c) their respective terms and conditions of employment.

4.6. Contravention of this policy and related policies and processes may be considered to be inappropriate behaviour, and on occasion misconduct or serious misconduct. An employee in breach of this policy may be subject to disciplinary action, including termination.

4.7. Failure to comply with section 4.5 may result in the employee being held legally responsible, and in some circumstances Baringa may also be held responsible. Serious penalties may apply to breaches of legislation

5. **Personal & Professional Behaviour**

5.1. Employees must:

- a) act in good faith and use skill, care and diligence in the performance of their duties and responsibilities, and not intentionally cause serious risk to the reputation or viability of Baringa, consistent with their employment obligations;
- b) uphold the values of Baringa including those set out at section 4.2;
- c) maintain a standard of conduct and work performance required by Baringa and demonstrate professionalism and courtesy in dealing with other employees, contractors, families, children, visitors and members of the public;
- d) apply authority only in accordance with Baringa's standards, expectations and delegations;
- e) lawfully respect the opinions and beliefs of others and their right to practise their beliefs;
- f) comply with Baringa policies and processes and any reasonable directions by Baringa;

- g) take reasonable care that their actions and decisions do not harm the health and safety of themselves or others, and that personal use of alcohol or any other substance does not adversely affect their work performance or the health and safety of others; and
- h) comply with conditions of employment.

5.2. Employees are expected to protect the interests of children and families of Baringa and to:

- a) ensure that relationships with all children and families are professional, trusting and respectful;
- b) be mindful at all times of the power imbalance that may exist between educator and children;
- c) pay proper regard to protecting the welfare and wellbeing of children;
- d) take all reasonable steps to avoid and resolve any possible, perceived or actual conflicts of interest in dealing with children and families.

5.3. To meet the standards and expectations set by Baringa, employees are expected to actively participate in performance development, training and development activities as and when determined and requested by Baringa.

5.4. To address conflict of interest, employees must:

- a) act in the best interests of Baringa when carrying out their duties and responsibilities and must not allow their private interests or the interests of others to interfere with that obligation; and
- b) disclose any conflict of interest and adhere to Baringa's determination on the management of the conflict.

6. Promoting a diverse and inclusive workplace

6.1 Baringa:

- a) continually reviews and improves its practices and structure for an inclusive and diverse workplace;
- b) makes decisions on employment, promotion and reward on the basis of merit;
- c) regularly reviews its policies, processes, practices, official documentation and publications to accord with equal opportunity and health and safety principles;
- d) supports and encourages Centre Management and Team Leaders to exercise their leadership and authority to ensure a supportive, flexible, safe and inclusive work environment;
- e) provides continued information and support to employees through awareness, training and development programs; and
- f) requires all individuals to participate in and complete any programs or training to promote a diverse and inclusive workplace.

6.2 Centre Management is responsible for developing and implementing reasonable adjustments to any requirement, condition or practice in order to avoid direct or indirect discrimination which may disadvantage a person with a protected attribute or be unreasonable in the circumstances.

6.3 Employees must not directly or indirectly, or incite or assist others to, engage in any of the following behaviours:

- a) unlawful discrimination against other individuals based on a protected attribute defined in this policy or at law;
- b) harassment;
- c) sexual harassment;
- d) sexual assault;
- e) physical or verbal assault;
- f) bullying;
- g) stalking;
- h) victimisation;
- i) vilification of an individual or group of individuals; or
- j) child abuse or any form of unlawful dealing with a child.

7. Feedback

7.1 Families and staff may provide feedback about this document by emailing admin@baringa.org.au.

8. Approval and Review Details

Approval and Review	Details
Approval Authority	Executive Officer
Administrator	Centre Director

History	Details
Original Approval Authority and Date	22 July 2022
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