

CODE OF CONDUCT & ETHICS POLICY

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INTRODUCTION

Our values

Karralika Programs Inc. Board and staff strive to provide the highest quality services for clients and residents (including adults and children) participating in our programs. **Karralika Programs Inc. sees the potential in every individual – employees, clients and stakeholders and seeks to consult and engage individuals in all aspects of its operations.** In every interaction with clients and with our colleagues we act in accordance with the following values:

Trust and Integrity

Trust and integrity form the foundation of all our dealings. We will be professional, forthright and accessible ensuring our actions are fully transparent, accountable and congruent with our mission and total value system.

Respect and Dignity

We believe in the self-worth and dignity of all people. Our relationships are non-judgmental, respectful and positive. We act with empathy, accepting and valuing diversity – cultural, religious, gender, disability and in life experience - in those we support and work alongside.

Quality and Accountability

Our services are evidence based, best practice and of a consistent high quality. We hold ourselves transparently accountable to quality standards in all aspects of our work. We are committed to our staff and their professional resilience, growth and development by investing in continuous professional development, supervision and health and wellbeing programs and services. We use our resources wisely to fulfil the vision and mission of the organisation and the clients we seek to serve.

Agility and Responsiveness

We work from a person-centred approach that is agile and responsive to changing needs and circumstances. We consciously seek to evolve our service model to meet the diverse needs of the communities we support through consultation, research and innovation. We offer a range of approaches and work collaboratively with the individual to create effective solutions that meet their specific needs.

Leadership and Courage

We are accountable and transparent in all our actions and every aspect of our business. We demonstrate strength, vulnerability and commitment; role modelling the process of empowering, enabling and engaging our people and clients to fulfil their potential. We are strategic in our thinking, sharing our knowledge and skills with others to bring about change in a dynamic and ever-changing environment.

Collaboration and Support

We seek and engage in opportunities for collaboration to improve client outcomes in every aspect of our business. We believe collaboration will lead to better coordinated and innovative services, maximising resources to effectively support individuals, families and communities. We will support clients, their families and our staff to identify opportunities for us to acquire new skills, capacity or services through collaboration with other agencies, institutions or providers.

About the Code

The Code of Conduct and Ethics seeks to engender and strengthen a culture of mutual respect, empathy, professionalism, fairness and integrity in all dealings with clients, with service partners and with each other. It also documents the expected behaviours and the standard of conduct to which all staff, volunteers and students on placement are held to account.

The Code provides an ethical framework for Karralika Programs Inc. staff, volunteers and students (the terms staff and employees hereafter are taken to include volunteers and students) to guide reasonable and fair decision making, action and behaviour. It documents and advocates the values and standards of clinical practice espoused in Karralika Programs policies and procedures, reflecting on the principles of human rights and social justice as well as evidence-based clinical standards and underpinning therapeutic community principles to which we adhere across all of our services.

Individually and collectively, Karralika Programs staff commit to maintaining the highest ethical standards in carrying out our duties, to pursuing the best interests of our clients within this ethical framework, and to maintaining the confidence and trust of clients, service partners, funding bodies and the general public.

At induction, this Code is to be read in conjunction with the relevant Enterprise Agreement, the current policies and procedures, and relevant legislation. Staff should consult with a senior staff member, Manager or the CEO if there is any doubt as to how this Code of Conduct and Ethics is to be applied in certain circumstances and what course of action to take.

All employees are required to read and confirm their commitment to the Code of Conduct and Ethics by signing the "Affirmation of AOD Code of Conduct & Ethics" at the end of this document.

1. ETHICAL CONDUCT

1.1 Statement of Ethical Principles

As employees of Karralika Programs, we abide by the principles listed below when carrying out our duties. We must protect the reputation of Karralika Programs by not engaging in activities at work or outside of work that would bring Karralika Programs into disrepute. Staff will:

- Respect and protect the dignity and human rights of all persons, treating employees and clients fairly and with proper regard for their rights and obligations;
- Perform our duties in a professional and responsible manner, making decisions and taking actions that are reasonable, fair and appropriate to the circumstances and based on consideration of all the relevant facts available;
- Follow principles of good working relationships in our dealings, supporting the rights of all employees to work in a safe, harmonious and equitable environment. All employees have an individual and collective responsibility for contributing to and maintaining this environment and abiding by the principles of Work Health & Safety;
- Work with economy and efficiency, seeking to achieve and maintain higher standards of efficiency and quality performance;
- Implement the policies and decisions of Karralika Programs, having a detailed knowledge of and abiding by the organisations policies, following procedures and using approved systems; and

- Provide a quality service, being mindful that we are providing a service to the community. As such we must ensure the services we provide are responsive to the individual and community need and be of the highest standards.

1.2 Guide to Ethical Decision Making

Karralika Programs staff are part of a profession that requires careful attention to the ethical delivery of services and provision of access to clients. This Code of Conduct and Ethics relates to employees at all times, both at and away from work. Principles of fairness in all dealings with clients/residents are paramount, ensuring no client/resident feels that another is receiving special treatment or are subject to different standards, care or responsibility.

The following questions are provided as a guide to ethical decision making and conduct:

- i) Is the conduct or decision lawful?
- ii) Is the conduct or decision consistent with Karralika Programs Policies & Procedures?
- iii) What will be the outcome for me and my co-workers?
- iv) Do the outcomes raise a potential conflict of interest?
- v) Can the conduct or decision be justified in terms of client interest and not harm Karralika Programs?

Any employee who is in doubt as to whether a proposed course of action is ethical should not hesitate to seek advice from their manager. Employees who are open, honest and up front at the outset will generally avoid difficulties later on.

2. PROFESSIONAL CONDUCT OF EMPLOYEES

2.1 Working with clients

Irrespective of an individual's designated position or job title, all employees, students and volunteers are expected to act with integrity, impartiality and empathy towards clients. All official dealings with clients and their families and friends should be professional, transparent, accountable and fair.

Karralika Programs Inc. services are underpinned by therapeutic community principles and as such, staff must have a working knowledge of, and commitment to, the model, and act as role models to support the "community as method" approach to treatment.

It is expected that employees will:

- Conduct themselves as positive role models;
- Maintain all information about clients/residents and ex-clients in the strictest confidence with regard to all applicable laws and agency rules;
- Provide all clients/residents with a copy of Karralika Programs Inc. "Charter of Rights" and information regarding their right to, and process for, providing feedback and making complaints, and ensure that all aspects are understood and implemented by both the staff and clients/residents;
- Respect all clients/residents and ex-clients/residents by maintaining a non-possessive, strengths-based and professional relationship with them;

- Prohibit any sexual relationship of any kind with any client/resident;
- Not ask clients/residents to do work at their homes or enter into any financial transaction with them;
- Prevent the exploitation of a client/resident for personal gain;
- Not give out their personal phone numbers, addresses, email addresses or other contact information to clients/residents or ex clients, whether requested or otherwise, within 2 years of the client exiting the program;
- Not develop a social relationship with clients personally or through social networking sites such as Facebook, MSN, Twitter, etc within 2 years from program exit;
- Take special care to maintain a friendly but professional relationship with ex-client/residents they may come into contact with in the community whether that is an isolated casual meeting or regular forums such as NA/AA meetings;
- Carefully consider information shared at NA/AA meetings if clients or ex-clients are also in attendance. Social activities as a peer group after meetings are acceptable provided the above guidelines are followed. However, taking one client/resident/ex-client out for social purposes is not acceptable;
- Notify their Manager immediately if they have a pre-existing close personal relationship with a client or prospective client; and
- Advise their Manager of any occurrence where a client is known socially.

2.2 Working with each other

Consistent with the values of the organisation, all dealings with fellow employees, other visiting workers, contractors and members of the public should be respectful, professional, courteous and fair. Staff work together to support a culture that encourages participation, personal and collective responsibility and accountability and strive to deliver coordinated and high quality services.

In the spirit of fairness and equity, Karralika Programs Inc. has established procedures for recruitment, selection and promotion of staff and abides by equal opportunity and anti-discrimination legislation.

Issues that arise in relation to staff conduct and performance will be dealt with transparently, consistently, promptly and fairly. This involves dealing with matters in accordance with approved procedures, in a non-discriminatory manner and consistent with the rules of natural justice. Apart from inappropriate behaviour, acts of unfairness involving favouritism, inconsistency or discrimination also affect morale and productivity and are to be avoided.

In working together, employees will:

- Recognise the importance of a team approach including respecting and valuing the multidisciplinary skills, backgrounds and approaches of team members;
- Use agency 'Grievance Procedures' to settle disputes that are unable to be dealt with directly be they issues of discrimination, bullying, harassment, inappropriate behaviour or language;
- Demonstrate a commitment to provide the highest quality care through personal effort, self reflection and accountability;

- Engage in regular clinical supervision as an important part of work practice; and
- Use other professionals or services which will benefit the client/resident when appropriate.

In the spirit of respect, personal responsibility and professionalism, behaviour that is considered to be discriminatory (either directly, or indirectly through action or inaction) is not accepted.

Harassment, bullying and inappropriate language is not tolerated in the workplace.

<p>Discrimination Discrimination means treating someone unfairly on the basis of gender or because he or she belongs, or is believed to belong, to a particular group such as being Indigenous or from non English speaking backgrounds, people with disabilities, or on the basis of sexual preference etc.</p>	<p>Harassment Any form of behaviour that:</p> <ul style="list-style-type: none"> • humiliates and/or intimidates someone • is generally intended to cause offence. <p>No employees should behave in ways which are unwelcome, demeaning and/or offensive to any individual or a group of people</p>
<p>Bullying Bullying is repeated unreasonable behavior directed towards a worker or a group of workers that creates a risk to the health and safety of employees. This unfair behaviour is not tolerated and is covered by a separate Bullying policy.</p>	<p>Inappropriate language in the workplace Obscene and sexualized language in the workplace will often cause offence and may constitute harassment. Such behaviour has no place at Karralika Programs and will not be tolerated.</p>

2.3 Performing duties

Specific duties and responsibilities are detailed in the Position Descriptions and in the Individual Workplans. Managers are to ensure that their staff clearly understand their roles, responsibilities and reporting lines. Managers should also review the staff performance appraisals and provide constructive feedback. If employees encounter operational anomalies in policies and procedures we should discuss them with our manager/supervisor so that they can be resolved as quickly and effectively as possible.

The following provide further clarity regarding the standards and behaviour expected of staff in performing their duties.

a) Leading by example

Staff are the rational authority, consistent with the underpinning principles of the therapeutic community model that is applied across all programs of Karralika Programs Inc. As such, staff should strive to be positive role models within their programs, respected and trusted by co-workers and clients alike.

Staff are expected to report to work at the appointed time and ready to commence work. If a staff member is unable to attend work, they will inform their Manager at the earliest possible time to ensure alternative arrangements can be put in place. Staff are required to advise the Manager of planned duties, appointments and other tasks planned for that day/period so that these duties can be completed with minimal impact on the team and the clients/residents.

b) Safe work practices

All staff are responsible for working safely to avoid risks to ourselves and to others. We are required to report in writing to managers/supervisors all incidents which could lead to injury, loss or damage in accordance with the policy and good practice (see Incident Reporting Policy and form).

Staff using prescribed medication that may, due to side-effects, impair judgement or make performance of their duties (such as driving a work vehicle) dangerous must discuss their fitness for work or need to alter duties with their line manager to ensure personal safety, continued safe work practice and quality service delivery.

c) Misleading statements and official documentation

Official records are to be truthful, accurate and written to the best of our knowledge. Client case notes and reports must be written in accordance with the Karralika Programs policies and procedures with respect to being factual, objective and completed in a timely manner. It is a requirement that all case notes are recorded as soon as possible after the event (eg. Within 24 hours) as facts are often challenged in complex situations.

d) Confidentiality of official information

The integrity and credibility of information must be maintained by securely storing information as per the privacy and confidentiality policy and relevant legislation. All information gained in the course of official duties must be treated with due care and confidentiality to protect the privacy and welfare of others and for the proper security of clients. Client information held at any Karralika Programs service location, in hard copy or electronically, is not to be taken or used for work purposes outside of work hours or off site without the express approval of the Chief Executive Officer.

For security and privacy reasons, staff are not to write and store case notes or other official documents on personal computers. These documents are to be completed during work hours and stored in the appropriate locations (eg: securely stored hard copy files and on E-filing). Note books that contain client information are to be treated with the same due care and confidentiality as official records. (Refer to Karralika Programs Privacy and Confidentiality Policy and Electronic Client Management System Policy).

e) Consumption of alcohol and drugs prohibited

No staff member is to attend work under the influence of or affected by any alcohol or illicit drug. This is grounds for instant dismissal. Staff attending work under the influence of alcohol or illicit drugs will be stood down from duties until a management/executive decision is made.

f) Use of Karralika Programs resources

All staff are required to be efficient, economical and principled in the use of resources, including property and equipment. Particular note should be made of the responsible and proper use of the internet and email facilities. Access to pornography and gambling sites in work hours or utilising Karralika Programs hardware (whether PC or personal issue equipment) is strictly prohibited. We may make concessions for some facilities and equipment to be used for private purposes with CEO approval, provided such use is not for personal or financial gain and does not disrupt work processes.

g) Responsible financial management

Closely controlled procedures related to money, vehicles and property exist and should be adhered to in order to reduce opportunities for mismanagement or perceptions of inappropriate use. All staff must follow precisely the correct procedures laid down in our policies, procedures and relevant legislation. Non-compliance may be grounds for dismissal.

f) Public comment

Public comment means public speaking engagements, comments on radio, television or in newspapers, including the internet, emails and official comments through social media channels.

The CEO and the Chairman of the Board provide Media commentary only. Other staff with the approval of the CEO can make public speaking engagements such as conference presentations.

h) Secondary employment

Karralika Programs Inc. is committed to work health and safety for all staff and clients in accordance with work health and safety and industrial relations legislation. Secondary employment can impact on a staff members' ability to work effectively, safely and in accordance with the standards and quality expected due to limited work-life balance or opportunity for self care.

Staff must disclose any secondary employment with their manager. If the manager or executive believes secondary employment is impacting on performance and quality or obligations to colleagues or clients/residents, they will meet with the staff member to discuss.

i) Intellectual property

Policies, programs, manuals, courses, training packages etc. which are written, developed and produced by employees in the course of their employment with Karralika Programs will remain the property of Karralika Programs Inc. and are not to be used outside the organisation without permission for the CEO.

2.4 Conflict of Interest

Actual, perceived or potential conflicts of interest cannot always be avoided or prohibited. However where they exist, conflicts of interest must be identified, disclosed and effectively managed.

A conflict of interest exists when it is likely we could be influenced, or could be perceived, or appear, to be influenced by a personal interest in carrying out our duties.

An actual conflict of interest involves a direct conflict between an employee's current duties and responsibilities and existing private interests.

A perceived or apparent conflict of interest can exist where it could be perceived, or appear, that an employee's private interests could improperly influence the performance of their duties – whether or not this is in fact the case.

A potential conflict of interest arises where an employee has private interests that could conflict with their official duties in the future.

Whether an actual, perceived or potential conflict of interest exists, if not managed can jeopardise confidence in Karralika Programs and place both the organization, the employee and clients at risk. Conflicts of interest can lead to, or be suggestive of, biased decision-making which constitutes unethical conduct.

Examples of personal interests may include, but not limited to, the following:

- Having a financial or family interest in an organisation that has dealings with Karralika Programs;
- Having a personal relationship with a job candidate when on the selection panel or in a decision making role;

- Having a close personal relationship in the work environment with another employee (particularly if it involves direct supervision);
- Having a pre-existing close personal relationship with a client;
- Having personal beliefs or attitudes that could influence or could be seen to influence impartiality and fair dealing;
- Participating in political activities or making political comments that may relate to or be seen as relating to the work of Karralika Programs;
- Participating in personal activities and/or relationships that compromise the therapeutic intent of Karralika Programs; and
- Soliciting, accepting or offering money, gifts, favours, benefits or entertainment that might influence or appear to influence judgment.

If uncertain, employees should contact their line manager or member of the executive.

a) Disclosure of conflict of interest

It is the responsibility of all staff to declare to his or her manager/supervisor any potential or actual conflict of interest between personal interests and official duty. Written disclosure is not required unless requested by the Manager. There is no effect on the employee for disclosing a conflict of interest if it is disclosed at the earliest possible occasion. The perception of a conflict of interest can be as damaging as an actual conflict of interest. Early disclosure will remove any doubts. Failure to disclose a conflict of interest whether real or perceived may be determined to be misconduct which could lead to disciplinary action.

b) Gifts, benefits, gratuity, payment or bribe

All staff are to perform duties without demand or expectation of any token, gift, benefit, reward or other gratuity other than ordinary pay and conditions of employment. Employees who are offered a gift or benefit in the course of their employment should decline and report this to the appropriate manager who will be responsible for recording and deciding whether it constitutes a conflict of interest. Conflicts of interest will be reported to the CEO.

Employees should immediately report in writing any offer of payment, gratuity, present or service which has been made to induce them to neglect their duty, give preferential treatment or act in any way other than in accordance with the proper discharge of their duties. Bribery in any form is illegal.

c) Pre-existing close personal relationships

Karralika Programs is committed to ensuring that all employees maintain a high standard of professionalism and integrity in the workplace. Any employee with a known or perceived conflict of interest pertaining to a pre-existing close personal relationship with a client or co-worker must declare this to their manager.

A 'close personal relationship' is defined as a relationship in which there is a close connection between employees, or between an employee (volunteer or student) and a client'. A pre-existing relationship is one that existed prior to employment or participation in Karralika Programs Inc. treatment program. This may be in the form of a current or past marriage or de facto relationship, a familial relationship (sibling, child or parent). Enmity as well as friendship can give rise to an actual or perceived conflict of interest.

d) Dealing with conflicts of interest

When an employee, volunteer or student discloses a potential conflict of interest to their manager, the manager is to discuss the situation with the employee and take the necessary action required to ensure that the perceived or real conflict is managed appropriately. So that both the employee and the organisation are seen as maintaining a high standard of conduct and professionalism in the workplace. The discussion is to be documented and the staff member acknowledged and supported for raising the matter.

The manager will bring the potential conflict of interest to the attention of the Karralika Programs executive for advice. See Attachment A for more detailed procedures and examples of risk management and mitigation strategies.

3. FAILURE TO COMPLY WITH CODE OF CONDUCT AND ETHICS

This Code is intended to be a guide as to what Karralika Programs Inc. considers to be fair and reasonable behaviour for its employees. We are all expected to comply with the principles expressed in the Code by acting with integrity and professionalism. It is not intended that failure to comply with this Code will automatically result in mandatory disciplinary action, however, a significant breach of the Code may equate to misconduct and disciplinary action may be taken accordingly. See Disciplinary and Termination policies.

Disregarding this Code of Conduct and Ethics, or acting in a manner that is inconsistent with the expectations of employees under the Code may result in performance management and / or disciplinary action, which may include dismissal.

4. EVALUATION

Audits will be conducted in line with the Quality Procedures to ensure that the principles and ideals which our outlined in this policy are applied appropriately.

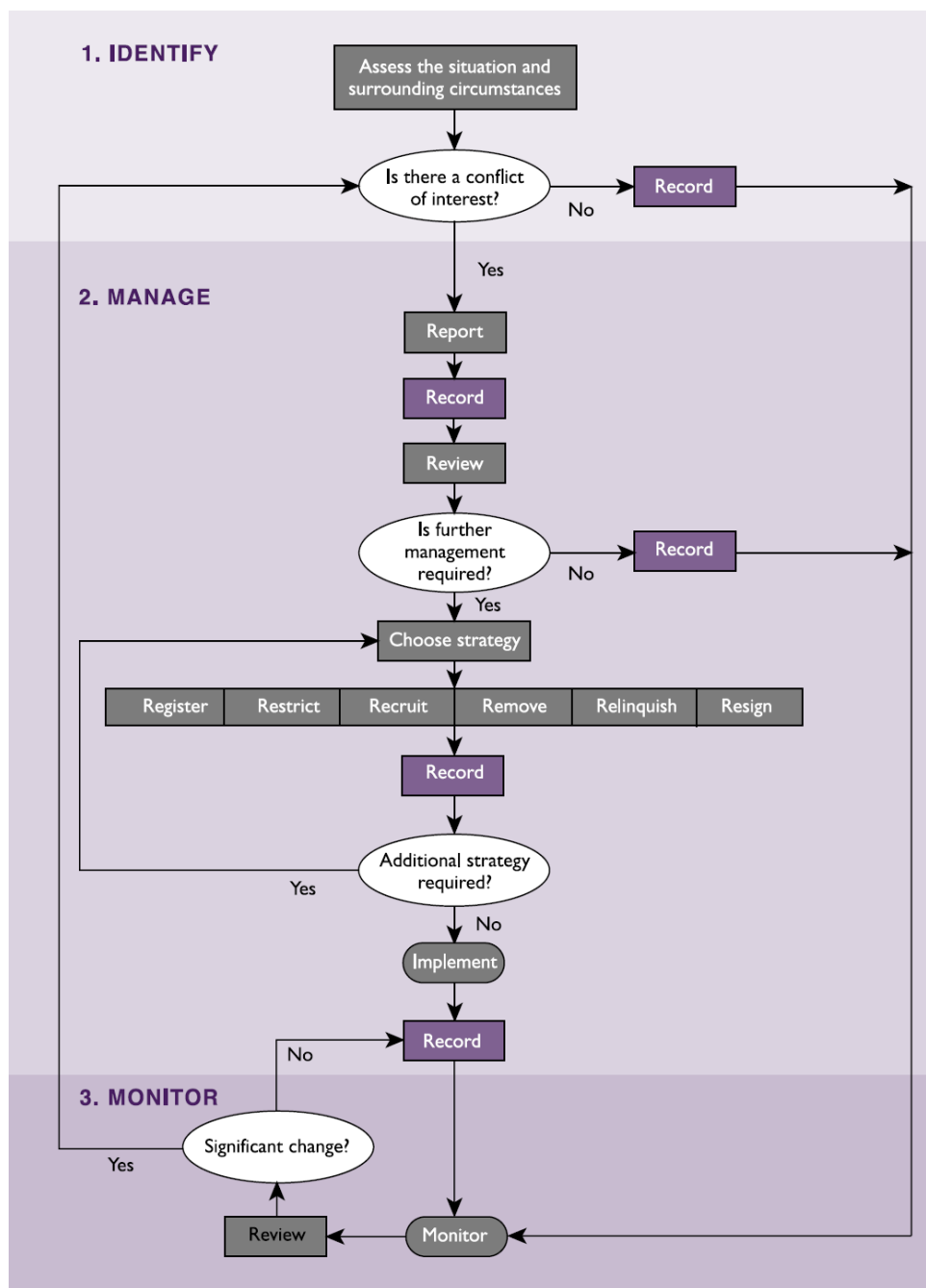
Attachment A - Identifying and managing conflict of interest

The primary goal is to manage conflicts of interest is to ensure that decisions are made, and are seen to be made, on proper grounds, for legitimate reason, and without bias. When a conflict of interest arises there are a number of different management options that can be adopted to deal with the conflict.

Stages:

There are three major stages in the process – identify, manage and monitor. In application each stage should flow seamlessly to the next.

The following flowchart illustrates the steps that will be taken in deciding how to deal with conflicts of interest (taken from the “Managing Conflicts of Interest in the Public Sector: Guidelines” 2004 (Independent Commission Against Corruption and the Crime and Misconduct Commission)).



A. Identifying conflicts of interest

The Code of Conduct and Ethics requires all Karralika Programs Inc. employees (including volunteers and students on field placement) to disclose any actual, perceived or potential conflicts of interest as early as possible in order for the conflict to be managed appropriately.

There are two forms of interests – pecuniary and non-pecuniary

Pecuniary interests are also known as material personal interests and involve an actual or potential financial gain or loss, or other materials benefit or cost.

A non-pecuniary interest is one that does not have a financial or other material component. They often arise from personal or family relationships or involvement in sporting, social or cultural activities.

Some examples are provided below:

Pecuniary interests (material personal interests)	Non-pecuniary interests
You have shares in a family business which tenders for a contract with Karralika Programs	One of your regular fishing buddies has tendered for a contract with Karralika Programs and asks you to keep an eye on its process
You have a second job with a company which tenders for a contract with Karralika Programs	An old enemy from schooldays who used to bully you is an applicant for a job with Karralika Programs
Your spouse/partner is an applicant for a job with Karralika Programs	Your partner/spouse/family member has applied for admission to one of the Karralika Programs services
	A family member of your partner/spouse is a client of Karralika Programs
	You are a student or volunteer who has a close personal relationship with a current client of Karralika Programs

B. Managing conflicts of interest

While conflicts of interest can be resolved or managed in a variety of ways, the choice of strategy will depend on an assessment of the nature of the conflict; the complexity of the situation; and the subtleties and severity of the case. Each case will require detailed examination and careful application of conflict resolution strategies (or combinations of measures). ICAC¹ suggests six major options for managing conflicts of interest: Register, Restrict, Recruit, Remove, Relinquish and Resign.

- 1 Register** – a common mechanism used to record notified actual, perceived or potential conflicts of interest. It is often used for senior personnel at high risk, to register pecuniary and non-pecuniary conflicts of interest that may in the future conflict with elements of their work. A register can also be used as a tool for recording potential low-risk situations. The act of registering does not necessarily resolve the conflict but provides transparency.

¹ Managing Conflicts of Interest in the Public Sector: Toolkit (2004) Independent Commission Against Corruption and the Crime and Misconduct Commission.

- 2 **Restrict** – where restrictions are placed on the employees involvement in the situation. This strategy is often used when the employee concerned can be effectively separated from parts of the activity or process, and when the conflict of interest is not likely to arise frequently.

Karralika Programs example: when a new client has a pre-existing or close personal relationship with a staff member. If program eligibility has been met, the client has the right to access services. The Manager will discuss the measures to be put in place to reduce the conflict such as: restricted client file access, exclusion from case management and case conference discussions, additional clinical supervision and support etc.

- 3 **Recruit** – recruiting others into the management and decision-making process is a useful strategy where the potential effects (or perceived effects) of a conflict of interest on the proper performance of a staff member’s duties are more significant and require proactive management. This strategy is useful where it is not appropriate or desirable for the staff member with the conflict of interest to be removed totally from the decision-making process.

- 4 **Remove** – removal strategies are most appropriate for ongoing serious conflicts of interest where ad hoc restriction or recruitment of others are not feasible or appropriate. Such strategies aim to remove the employee with the conflict from all duties related to the conflict of interest for as long as it exists.

Karralika Programs example: when a new client has a pre-existing or close personal relationship with a staff member. If program eligibility has been met, the client has the right to access services. If ‘Restriction’ is not an appropriate strategy, the Manager will discuss the redeployment of the staff member to another service within Karralika Programs for the term of the client’s treatment.

- 5 **Relinquish** – where the employee relinquishes the private interest that is creating the conflict. In other words, the staff member relinquishes the private interest that gives rise to the conflict rather than changing work responsibilities or environment.

- 6 **Resign** – where the employee resigns from their position within the agency. Resignation is the most extreme solution to a serious conflict of interest (where the potential or perceived effects are of high risk or high significance). Although extreme, resignation is a strategy available for the employee to consider if the conflict of interest cannot be resolved in any other workable way.

C. Monitoring

Monitoring is an essential component of any strategy adopted to manage conflicts of interest. Ongoing monitoring and regular reviews allow changes to be made to the management strategy and the way in which it is implemented before problems arise, and to ensure the management strategy remains relevant.

Consider the following points at regular intervals and maintain documentation of the process:

- the original situation that has given rise to declaring the conflict of interest and the initial determinations and management decisions and strategy put in place to manage the conflict
- what actions have been taken in implementing the strategy
- have there been any changes in the situation that may have an impact on the management strategy
- whether there are perceptions held by others (or the staff member) that the conflict is having an improper influence on the matter
- Reassessment and management decision made about the continued management of the conflict of interest (or whether the conflict indeed remains)
- Changes to the management strategy necessary

Affirmation of AOD Code of Conduct & Ethics (Making Values and Ethics Explicit – Fry 2007, Alcohol and Other Drugs Council of Australia)

As an employee of Karralika Programs, I affirm that:

- I owe a duty of care to clients, i.e. I will take reasonable care in exercising my professional responsibilities and skills when working with clients and colleagues. This means that I will do what I can to:
 - do no harm to clients, other consumers or colleagues;
 - achieve and maintain appropriate standards of proficiency in my work for example, through attendance at relevant courses;
 - ensure that clients have relevant and sufficient information about the programs in which they are participating so that their participation is on the basis of informed consent;
 - maintain appropriate client confidentiality at all times (in accordance with relevant practitioner and professional regulations, the law and when appropriate in accordance with national human research ethics guidelines).
- I will apply my skills towards assisting with the identification, early intervention, treatment, rehabilitation and social integration of clients, and I will work towards prevention of drug problems.
- I will strive towards greater engagement with the ethical challenges that arise in relation to my work incorporating:
 - an awareness of core values that are relevant in particular situations;
 - an alignment with the guiding principles of ethical AOD practice;
 - preparedness to implement formal mechanisms for decision-making on applied ethics dilemmas.
- I will commit myself to work with others who are involved in assisting in clients' recovery in particular, health and related welfare workers. By doing this, I recognise that I will be able to participate in a holistic approach (involving consideration of diagnostic, clinical, environmental, cultural, service delivery, methodological, and ethical issues) to the care and support of clients.
- In keeping with this co-operative approach, I will take steps to ensure that clients are referred to more appropriate care as soon as it becomes apparent that such referral is necessary in the interests of providing optimum standards of care for them.
- I will respect the legal, civil and human rights of clients, including their right to make decisions on their own behalf (including decisions relating to personal drug use) and to participate in planning for their treatment or rehabilitation.
- At all times I will carry my duties and responsibilities without prejudice in regard to the gender, age, ethnicity, religious or political affiliation, disability, sexual preference, or socio-economic and cultural background of clients.
- I will do my utmost to preserve the dignity, respect, health and safety of clients, and will not enter into a sexual relationship of any kind with any clients.
- I will participate in any review of my professional standards or skills (including professional ethics) and in any processes that relate to the resolution of conflicts with clients or the handling of complaints made by or on behalf of clients.
- I will endeavour to conduct myself as a positive role model for clients and colleagues.
- Any research I undertake either directly as a project leader/chief investigator or indirectly as a partner/associate investigator will proceed on the basis of approval from an appropriate ethics committee.

Signed:

Date:

Name (print):