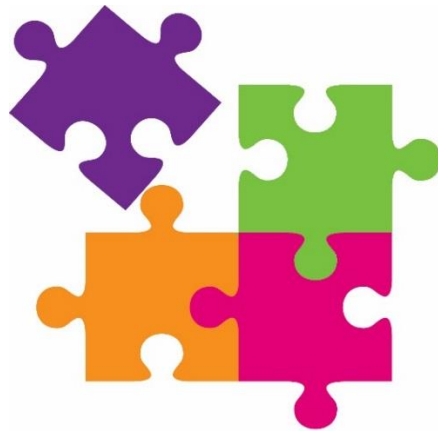


**Foster Care Association of Victoria Inc.**

# **CODE OF CONDUCT 2024**



**fcav**  
foster care  
association  
of victoria

## **Authorisation**

This policy was reviewed and endorsed by FCAV Board of Directors in April 2024.

## **Review Date**

This policy shall be further reviewed every 3 years or as required.

## **1. Introduction**

- 1.1. The FCAV's Code of Conduct is consistent with the FCAV constitution and strategic plan which aims to guide the practice of the organisation.

## **2. Purpose**

- 2.1. The purpose of this policy is to establish the clear standards of governance, management, financial management, reporting and ethical behaviour of the Board, Directors, employees, contractors and volunteers of the FCAV.
- 2.2. This policy aims to build trust within FCAV and encourages public confidence in the integrity of the association. It is also designed to assist the Board, Directors, employees, contractors and volunteers in understanding what acceptable and unacceptable behaviour in the workplace is.

## **3. Application**

- 3.1. This policy applies to the Board Members, employees and volunteers of the FCAV.
- 3.2. Others present on the work site such as contractors and suppliers will be expected to abide by this policy for the duration of their engagement.
- 3.3. This policy is not intended to override or form part of the terms of any award, enterprise agreement or contract that applies to a Director, employee or volunteer of the FCAV but should be considered a lawful and reasonable direction.

## **4. Our Mission**

- 4.1. As the peak body in Victoria, we are the united voice of foster carers, advocating for systematic improvements, building productive partnerships and nurturing respectful relationships. We champion foster carers that they may be recognised and valued for their role in the lives of children and young people in care, and deliver a full range of information and support services to meet carers' needs at all points in their care journey.

## **5. Our Vision**

- 5.1. The FCAV aims to establish a future where all foster carers are supported, respected and empowered to continue caring, to provide the best possible

experiences for children and young people in care, assisting them to reach their full potential.

## **6. Our Values**

- 6.1. All Directors, employees and volunteers of the FCAV are expected to observe and demonstrate the following core values at all times:
- Dignity – Embracing, recognising and upholding the inherent worth and rights of every person, without discrimination or prejudice.
  - Integrity – Demonstrating an environment of truth, transparency and fairness by conducting ourselves with honesty, sincerity and consistency in our behaviour, speech and actions.
  - Connecting – Building and supporting partnerships by working together to achieve common goals and drive positive change.
  - Creativity – Adopting a growth mindset and striving for excellence, we are always seeking new and alternative ways to optimise, enhance and refine our work.
  - Advocacy – Championing the rights of carers by speaking up, amplifying the carer voice, raising awareness and actively working for meaningful systematic change.

## **7. Our Principles and Objectives**

- 7.1. All board members, employees and volunteers should be mindful of the following principles and act accordingly to achieve FCAV organisational objectives;
- Achieve effective and economic management of all available resources;
  - Effectively appoint, train, and develop employees seeking to integrate their aspirations and skills within the requirements of the organisation;
  - Provide a safe, healthy and satisfying workplace environment for all;
  - Ensure for effective communications, understandings and cooperation between all Board members, employees and volunteers;
  - Ensure for the practice of delegation of authority and the acceptance of responsibility for the work of subordinates;
  - Demonstrate fair and equitable treatment of board members, employees and volunteers;
  - Be proactive and regularly review management objectives so that appropriate changes can be made if required;
  - Take appropriate action to conserve the environment;

- Promote and develop the understanding in society of the role, value and importance of out of home care in the community;
- Ensure all contracts and Service Agreements are clear, concise and honoured in full, unless terminated or modified by mutual consent;
- Exclude corrupt practices;
- Respect cultural and moral standards of all individuals; and
- Acknowledge and respect Aboriginal and Torres Strait Islander culture and heritage.

## **8. Our Behaviors**

8.1. We expect that all Board members, employees and volunteers of the FCAV will;

- Act with honesty, integrity and professionalism;
- Respect the rights, dignity and worth of others;
- Accept responsibility for their actions and behaviours;
- Act appropriately to ensure for a safe working environment for all;
- Understand and maintain compliance with all of the FCAV's standards, rules, regulations, policies and by-laws;
- Respect the law and act in accordance with it;
- Demonstrate a high degree of care and responsibility;
- Act appropriately to ensure for an inclusive and diverse workplace;
- Encourage and support others with their learning and development.

## **9. Governance and Responsibility of the parties involved in the Foster Care Association of Victoria**

### **9.1. Responsibilities of the FCAV's Board**

- Understand and comply with their obligations and duties as provided in the FCAV's constitution and *Board of Directors and CEO Roles and Responsibilities Policy*.
- Treat all confidential information in accordance with the FCAV Privacy Policy.
- Accept collective responsibility for the decisions of the Board and respect that decisions are binding on all Board members.
- Consider what individual skills, personal qualities and knowledge they have, and put them to use for the good of the organisation.

## **9.2. Responsibilities of the FCAV's employees, volunteers and contractors**

- Demonstrate integrity, humanity and implement the principles of the *Victorian Charter of Human Rights and Responsibilities Act 2006*.
- Avoid all discriminatory practices as per the *Equal Opportunity Act 2010 (Vic)*.
- Behave honestly and professionally whilst implementing the values of the organisation.
- Not injure or attempt to injure, maliciously or recklessly, directly or indirectly, the professional reputation of others.
- Respect the confidentiality of information faced in the course of their duties with the FCAV.
- Respect the codes of other institutions and associations relevant to the FCAV.
- Where possible develop partnerships and act collaboratively with like-minded organisations.
- Objectively provide their professional opinion when called upon to do so.
- Respect that the President or his/her delegate is the principal spokesperson for the FCAV and not make statements on behalf of the FCAV.
- Treat home-based carers with dignity, honesty and respect.
- Respect the confidentiality of information faced in the course of their duties with the FCAV. Volunteers should not discuss nor disclose personal information about home-based carers, board members or employees of the FCAV.
- Respect and follow safe work practices to ensure for a safe working environment for all.
- Report any problems or concerns as they arise to their Manager including but not limited to incidents, injury or property damage.
- Avoid waste or extravagance and make proper use of the resources of the organisation.

## **10. Breaches of this Policy**

Any board members, employees and volunteers of the FCAV involved in conduct which is inconsistent with the behaviours set out in this policy may be in breach of this policy. Any breach of this policy may be subject to disciplinary action, up to and including termination of employment.

## **11. If you are concerned, speak up**

All board members, employees and volunteers of the FCAV are encouraged to voice any genuine concerns about conduct that may have breached this policy with their manager or the CEO.

A complaint relating to this policy will be dealt with in accordance with the Staff & Volunteer Grievance Policy and Procedure.