

## Code of Ethics and Conduct



This information is written in an easy to read way.

We use pictures to explain some ideas.

Some words are written in **bold**. We explain what these words mean.



You can ask for help to read this information.

A family member, friend or support person may be able to help you.



This Easy Read information is a shorter version of another document.

You can ask us for a copy of the longer document.



This information is about Currajong's staff **Code of Ethics and Conduct.**

The code of ethics and conduct (the code) is the set of rules that tell our staff how they must act and behave at work.



The code tells our staff what is ok and what is not ok.

The code helps us provide good services that keep everyone safe.



Our code says

- staff must do their job well
- staff must be fair and respect you
- staff are not allowed to hurt you or make you feel bad
- staff must follow your plan
- staff must only do jobs they know how to do
- staff must tell the truth and follow the law
- staff must not take your money or things for themselves





We teach all our staff about the code.



If staff do not stick to the code they can get into trouble and may be moved to a different job.



If staff break the rules, staff might have to stop their job.



If you want to make a complaint about a staff person

You can complain if Currajong does not follow the rules or staff do not follow the rules.

Please contact:

**Jeffrey Evans- CEO**  
**Currajong Disability Services**  
**30 Welcome Street Parkes**  
**Phone 6863 4713**