

## CEO MESSAGE

Welcome to McCall Gardens!

*“You must make the **choice**, to take the **chance**, if you want anything in life to **change**”.*

This has never been more evident for McCall Gardens as it has been in the past 5 years as we navigate through the new world of individualised disability support under the National Disability Insurance Scheme (NDIS).

Our **vision** is to ensure that **people with disability lead great lives**, everything we do must assist us to meet this goal. It is our view that the best way to achieve this is to ensure that our teams are well supported, appropriately trained and love what they do.

It is important as an employee of McCall Gardens that you are part of the planning process as your feedback is vital to our success.

As part of your induction you will work through the policy manual that provides you with guidance on how and why we do the things we do.

I look forward to meeting you and trust that you will enjoy your journey with McCall Gardens.

Yours sincerely

Belinda Colombrita

## CODE OF CONDUCT

### 1 Ensure McCall Garden Values are considered in all things we do and say

- **People matter most to us**

We respect each other for their unique talents, abilities and strengths and are person centred in our dealings.

Families and friends are important and this family ethos recognises the natural authority and the continuity they bring to the life of the person with a disability.

- **Professional we approach our work in a responsible, competent and accountable manner**

We manage resources effectively and efficiently.

Our stewardship to assure services and supports are sustainable and provide for the long-term security and interests of people with a disability.

we employ skilled and competent staff, we also commit to their training, continuing education and development

- **Proof making sure everyone has a fair go**

To achieve this means our quality of service is never compromised.

To prove ourselves we will have measures of achievement and satisfaction and consult everyone we work with.

We will create safe environments for honest feedback.

- **Partnership** we want to work with and alongside others to deliver best possible outcomes for people with a disability

We value our alliance and want to build on and develop new relationships.

We especially want to develop our neighbourhood relationships as our community presence grows.

## **2 Comply with NDIS Code of Conduct**

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- Act with respect for individual rights to freedom of expression, self-determination and decision making in accordance with applicable laws and conventions.
- Respect the privacy of people with disability.
- Provide supports and services in a safe and competent manner, with care and skill.
- Act with integrity, honesty and transparency.
- Promptly take steps to raise and act on concerns about matters that may impact the quality and safety of supports and services provided to people with disability.
- Take all reasonable steps to prevent and respond to all forms of violence against, and exploitation, neglect and abuse of, people with disability.
- Take all reasonable steps to prevent and respond to sexual misconduct.

## **3 Comply with McCall Gardens Policies and Procedures**

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- Complete McCall Gardens induction program and probationary period
- Attend training as directed
- Participate in supervision, team meetings and bi-annual performance reviews
- Always talk to your manager If you do not understand a policy
- Only use official McCall Gardens policy documents (policy, procedures, tools, templates & forms) that have been approved by the CEO and are located in the Quality Management System

## **4 Contribute to building a Positive, Respectful and Productive Workplace**

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- Act with integrity, honesty and transparency when dealing with your colleagues
- Take responsibility for your words and actions
- Respect diversity and individual differences
- Treat colleagues with equal respect, regardless of who they are and their job



**Policy Name**  
Policy No. & Version  
Policy Folder  
Document Owner  
Review date

**Code of Conduct**  
6.1 (V2.1)  
Human Resources  
HR Manager  
April 2020

## EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that:

- I have received a copy of the NDIS Code of Conduct Summary for workers
- I have read and understood McCall Gardens Code of Conduct
- I must comply with McCall Gardens Code of Conduct
- There may be disciplinary consequences if I fail to comply with McCall Gardens Code of Conduct, which may result in the termination of my employment.

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_