

# Code of Conduct



In this policy we will refer to Mosaic Multicultural Connections as *Mosaic* or *we*.

## **Our Code of Conduct**

At Mosaic, we expect everyone including board members, employees, volunteers, contractors, temporary staff, and students on placement, to act with honesty, respect, and integrity when working with our clients, colleagues, and community partners.

Our Code of Conduct explains the standards of behaviour we expect and helps us maintain a positive and supportive workplace built on our shared values of trust, transparency, respect, collaboration, and creativity.

## **Important to know**

This Code works alongside the law. If anything in the Code conflicts with legal requirements, the law always comes first.

We may update or change this Code of Conduct at any time to make sure it continues to reflect our values and responsibilities.

## **Our Minimum Standards of Behaviour**

At Mosaic, we expect everyone to:

Respect each person's right to make their own choices and express themselves freely, in line with relevant laws and conventions.

Treat others with dignity, kindness, and respect, and value the diversity of all people.

Protect people's privacy and handle personal information carefully.

Work safely, competently, and with care.

Act with honesty, integrity, and transparency.

Raise and respond to any concerns about quality or safety promptly.

Help keep our workplace free from violence, discrimination, exploitation, neglect, abuse, and sexual misconduct.

## **Compliance**

Everyone at Mosaic must sign the **Code of Conduct declarations** each year as part of our employment and volunteer requirements.

If someone does not follow the Code of Conduct, we may take disciplinary action. Serious misconduct can lead to immediate dismissal, and any illegal behaviour may be reported to the authorities.

If you see or suspect a breach, please report it to us.