

## Code of Conduct for Y Careers

At Y Careers, we are dedicated to fostering a culture of integrity, respect, and inclusion, reflected in our shared values, mission, and vision. Our Code of Conduct serves as a guiding framework for all members of our community, including employees, volunteers, partners, and stakeholders, ensuring a safe, supportive, and ethical work environment.

**Vision:** Reimagining a world of work for young people, where everyone can access meaningful employment.

**Mission:** Delivering innovative training and employment pathways with and for young people.

**Values:** Bold, Innovative, Inclusive, Real

Our commitment to these values informs our interactions, decisions, and priorities, fostering a culture of integrity, collaboration, and social impact. The Code of Conduct articulates the standards of behaviour expected from everyone associated with Y Careers, guiding us in upholding our mission and values in every aspect of our work.

### Integrity and Accountability

- .1. We conduct ourselves with honesty, transparency, and accountability in all our interactions, both internally and externally.
- .2. We adhere to high ethical standards, avoiding conflicts of interest and acting in the best interests of Y Careers and the communities we serve.
- .3. We take responsibility for our actions and decisions, acknowledging and learning from mistakes, and continuously striving for improvement.

### Respect and Inclusion

- .1. We respect the dignity, diversity, and rights of every individual, valuing differences in background, identity, and perspective.
- .2. We foster an inclusive and welcoming environment where everyone feels heard, valued, and empowered to contribute.
- .3. We reject discrimination, harassment, and any form of unfair treatment, promoting equality and fairness in all aspects of our work.

### Professionalism and Excellence

- .1. We maintain professionalism in our conduct, communication, upholding the reputation and standards of Y Careers.
- .2. We strive for excellence in everything we do, delivering high-quality services and programs that meet the needs of people and our stakeholders.
- .3. We commit to continuous learning and development, seeking opportunities to improve our skills, knowledge, and effectiveness in achieving our mission.

### Safeguarding and Well-being

- .1. We prioritise the safety, well-being, and rights of children, young people, and vulnerable individuals in all our activities and programs.
- .2. We adhere to rigorous safeguarding practices, including appropriate vetting checks, training, and policies, to prevent harm and protect those under our care.
- .3. We create and maintain safe environments that promote positive experiences and opportunities for growth for all individuals involved with Y Careers.

### Collaboration and Teamwork

- .1. We collaborate effectively across teams, departments, and stakeholders, recognising the value of diverse perspectives and collective effort.

- .2. We communicate openly, respectfully, and constructively, fostering a culture of trust, cooperation, and shared goals.
- .3. We support and empower each other, celebrating achievements, addressing challenges, and working together to achieve our vision and objectives.

### **Community Engagement and Impact**

- .1. We engage with our communities with empathy, humility, and a commitment to understanding their needs and aspirations.
- .2. We actively seek feedback and input from stakeholders, listening attentively and responding with responsiveness and flexibility.
- .3. We strive to make a positive impact in the lives of young people and the broader community, contributing to social change, economic empowerment, and sustainable development.

### **Compliance and Governance**

- .1. We comply with all relevant laws, regulations, and policies, ensuring the legal and ethical conduct of Y Careers operations. Including complying with workplace behaviour, conflict of interest, use of company assets, including work health and safety obligations. Our commitment to compliance is further reinforced through the Compliance Framework for Y Careers.
- .2. We uphold the governance structures and processes of Y Careers, including reporting mechanisms, oversight, and accountability.
- .3. We promote a culture of compliance, integrity, and ethical behaviour, with a commitment to upholding the reputation and mission of Y Careers.

### **Commitment to Health, Safety and Wellbeing**

- .1. We are all safety champions, taking responsibly for maintaining a safe and healthy work environment, both physically and psychologically.
- .2. We speak up if we see something that needs to be addressed, such as hazards or disrespectful behaviour, and participate in activities to improve safety outcomes.

By adhering to this Code of Conduct, we uphold the values and principles of Y Careers and contribute to building a positive, inclusive, and impactful organisation. Each member of our community plays a vital role in shaping our culture and driving our success, and together, we strive to create a world where every young person has access to meaningful employment and opportunities to thrive.

### **Consequences of Breaching this Code**

The consequences of breaching this policy will depend on the seriousness of the matter but may include disciplinary action up to and including the termination of employment. If an individual's conduct results in a breach under law, they may also be personally liable.

### **Document Control**

This Code is a living document, subject to periodic review and updates to reflect evolving needs, challenges, and best practices. As ambassadors of Y Careers, we commit to upholding these principles in our daily actions and interactions, fostering a culture of integrity, respect, and excellence in everything we do.

Version	Description of Amendment	Amended by	Issue Date	Review date
1.0	Adapted from Y Australia procedure to align Y Careers operations	Hayley Jenkins	15/07/2024	15/07/2027