



newhorizons[®]
wellbeing. done well.

New Horizons Code of Conduct

Information for our supported employees

Easy Read version



How to use this document



New Horizons wrote this document. When you see the word 'we', it means New Horizons.



We have written this information in an easy to read way.

We use pictures to explain some ideas.



We have written some words in **bold**.

We explain what these words mean.

There is a list of these words on page 9.



This Easy Read document is a summary of another document.



You can find the other document on our website at www.newhorizons.org.au

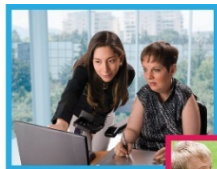


You can ask for help to read this document. A friend, family member or support person may be able to help you.

What is the Code of Conduct?



Our Code of Conduct sets the standards of behaviour we expect from all of our **supported employees**.



A supported employee is someone who is supported to:

- work
- develop new skills
- take part in their community.



Our standards of behaviour include:

- **personal behaviour** – how you act towards others
- **professional behaviour** – how you act in the workplace.



Your behaviour needs to match our values.



It also needs to show people that New Horizons is a good organisation.



It's important to follow our Code of Conduct.



This will make sure that your rights are protected.



It will also make sure that everyone else who works at New Horizons has their rights protected.

What do I need to do?



As a supported employee at New Horizons, there are 11 things you need to agree to.

We have listed these below.



1. I agree to treat my co-workers fairly and with **respect**.



Respect is when you treat someone with care and understanding. You are polite.



2. I agree to keep my workplace free from:

- bullying
- **harassment**.



Harassment is when someone treats you in a way that makes you feel uncomfortable.



3. I agree to talk to someone when I am:

- unhappy
- unsure about something.



4. I agree to look after New Horizons':

- tools
- equipment.



5. I agree to use equipment to protect me when I need to.



6. I agree to follow New Horizons' **policies** and the way they do things.



Policies are plans for how things should be done.

Policies are where rules come from.



7. I agree not to come to work if I have used alcohol and/or drugs.



8. I agree to go to work when I am supposed to.



9. I agree to tell someone if I can't go to work.



10. I agree to act in a way that makes New Horizons look like a good organisation.



This includes when I:

- use social media
- go to training
- go to events.



11. I agree not to act in any way that might make New Horizons look bad in the community.

Word list



Harassment

When someone treats you in a way that makes you feel uncomfortable.



Personal behaviour

How you act towards others.



Policies

Plans for how things should be done.

Policies are where rules come from.



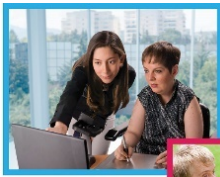
Professional behaviour

How you act in the workplace.



Respect

When you treat someone with care and understanding. You are polite.



Supported employee

Someone who is supported to:

- work
- develop new skills
- take part in their community.

Contact us



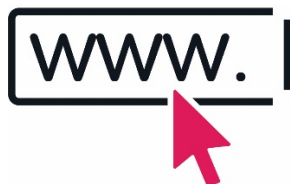
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