

Defence Work Experience Program Code of Conduct (Adult)

Defence is committed to keeping all youth safe by fostering youth safe behaviours and providing a youth safe environment. This Code of Conduct sets the minimum standards of behaviour expected of any person who works with youth on behalf of Defence. It provides a high-level statement of professional boundaries defined by legal, ethical, acceptable and unacceptable behaviours. This Code of Conduct applies to all adults engaging with youth in a DWEP activity organised on behalf of Defence, including the use of social media and digital technology.

Acceptable Behaviours

I will:

- Treat everyone, especially youth, with respect regardless of their age, gender, ability, race, cultural background, religious beliefs or sexual identity.
 - Lesbian, gay, bisexual, transgender, queer, intersex and asexual youth
 - Youth with disability, vulnerability or diverse needs.
- Behave at all times in a manner that upholds Defence Values.
- Listen and empathetically respond to the views and concerns of youth, particularly if they communicate concern for their own or others' health, protection and safety.
- Role model youth safe behaviour and immediately challenge unacceptable behaviour with a view to stopping any form of unacceptable behaviour.
- Ensure that all interactions with youth in a DWEP context are for the sole purpose of undertaking authorised work experience activities and achieving appropriate outcomes.
- Promote the inclusion, participation and empowerment of all youth, in particular:
 - Culturally and linguistically diverse youth
 - Aboriginal and Torres Strait Islander youth
- Where practicable, only interact with youth in the presence of others.
- Take immediate action to ensure the health, protection and safety of a youth if I believe that youth has been or is at risk of being, harmed or abused.
- Report all incidents, allegations, suspicions and disclosures of unlawful or other unacceptable behaviour, as defined in Attachment A, to an appropriate commander, manager or RWEM as soon as practicable.
- Follow reasonable direction and comply with all Defence, Group/Service and subordinate level youth safe policies, procedures and practices.
- Advise my commander, manager or RWEM of any change in circumstances that impacts or could impact my suitability and clearance to work with youth.

Continued overleaf

Unacceptable Behaviours

I will not:

- Abuse my power/authority or engage in any unlawful or other unacceptable behaviour, as defined in Attachment A to this Code of Conduct, with or in relation to a youth or any other person, in either a physical or online environment.
- Allow others to behave in a manner that endangers the health, protection and safety of a youth or any other person.
- Ignore or dismiss any concern, allegation, suspicion, disclosure, event or incident of unacceptable behaviour that has affected, or has the potential to affect, the health, protection and safety of a youth or any other person. Contact or meet with youth or other persons involved in the work experience placement outside the placement, except where mentoring protocols are in place for example:
 - authorised, established or developing mentoring arrangements or
 - targeted recruitment programs or initiatives.

Special Care Provisions

I acknowledge that when undertaking an adult to youth role, I am prohibited from a sexual relationship with youth for whom I have responsibility, regardless of State or Territory age of consent laws.

Acknowledgement

- I have read this Code of Conduct and understand what constitutes ethical, acceptable and unacceptable behaviour.
- I will adhere to the Code of Conduct at all times.
- I understand Defence will take action if I breach this Code of Conduct, which may include:
 - advising police, child protection and other government authorities
 - pursuing criminal, disciplinary and/or administrative action as appropriate.

Adult

Witness

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

Attachment:

A. Unacceptable Behaviours in a Youth Protection context